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## ***Box 80***

*Prepped by Carl Davis*

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*Document Number:*

**42) 83442701 Section 1**

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*Docket Number:*

**OGD**

**KEY CONTACTS FORM**

**Authorized Representative:** *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Peter Accirno

Title: Vice President for Finance and Administration

Complete Address: 257 Park Avenue South, 17<sup>th</sup> Floor New York, NY 10010

Phone Number: (212) 616-1202

**Payee:** *Individual authorized to accept payments.*

Name: Michael Greenberg

Title: Director of Finance

Mail Address: 257 Park Avenue South, 17<sup>th</sup> Floor New York, NY 10010

Phone Number: (212) 616-1358

**Administrative Contact:** *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: Amanda Lichtenberg

Title: Senior Government Grants Officer

Mailing Address: 257 Park Avenue South, 17<sup>th</sup> Floor New York, NY 10010

Phone Number: (212) 616-1213

FAX Number: (212) 505-0892

E-Mail Address: alichtenberg@edf.org

**Principal Investigator:** *Individual responsible for the technical completion of the proposed work.*

Name: Bryan Weigle

Title: Project Manager

Mailing Address: 1875 Connecticut Avenue, NW Suite 600 Washington, DC 20009

Phone Number: (202) 572-3346

FAX Number: (202) 234-6049

E-Mail Address: bweigle@edf.org

Web URL: \_\_\_\_\_

**BUDGET INFORMATION - Non-Construction Programs**

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Methane Recovery	66.034	\$	\$	\$ 699,839.00	\$	\$ 699,839.00
2.						0.00
3.						0.00
4.						0.00
5. TOTALS		\$ 0.00	\$ 0.00	\$ 699,839.00	\$ 0.00	\$ 699,839.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$ 40,272.00	\$	\$	\$	\$ 40,272.00	
b. Fringe Benefits	10,873.00				10,873.00	
c. Travel	34,000.00				34,000.00	
d. Equipment					0.00	
e. Supplies					0.00	
f. Contractual	325,000.00				325,000.00	
g. Construction					0.00	
h. Other	200,000.00				200,000.00	
i. Total Direct Charges (sum of 6a - 6h)	610,145.00	0.00	0.00	0.00	610,145.00	
j. Indirect Charges	89,694.00				89,694.00	
k. TOTALS (sum of 6i and 6j)	\$ 699,839.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 699,839.00	
7. Program Income	\$	\$	\$	\$	\$ 0.00	

89,695.00

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$ 0.00
9.				0.00
10.				0.00
11.				
12. TOTALS (sum of lines 8 and 11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.	\$	\$	\$	\$
20. TOTALS (sum of lines 16 - 19)	\$0.00	\$0.00	\$0.00	\$0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: \$602,374.00	22. Indirect Charges: \$87,447.00
23. Remarks EPA is the cognizant agency for our indirect cost rate agreement.	

- Implementation of the pilot small-scale project for fugitive methane emission reduction in gas distribution networks of Kaliningrad;
- Collaboration with "Rosgasification" company on implementation of the fugitive emission inventory methodology in the gas distribution networks of Russia;
- Elaboration of the recommendations on creation of the corporate GHG emission registry (for the case of Rosgazification company) and the emission baseline calculation;
- Analysis of the economic and environmental impacts of operations with natural gas.

### 3. Detailed Budget Narrative

Work will be undertaken to the extent funding makes possible. The total estimated cost to implement the proposed project is \$699,672. This cost estimate is comprised of the following six budget categories: 1) Personnel/Fringe Benefits; 2). Travel; 3). Contractual Services; 4) Other; 5). Indirect Charges. The calculation of the cost for each of these budget categories is detailed below.

#### 1) Personnel

<u>Position/Title</u>	<u>Annual Salary</u>		<u>Total</u>
Managing Director			
Project Manager			
Program Assistant			
<i>Total Personnel</i>			<b>\$40,272</b>

#### Fringe Benefits

- 27% of base salary (\$40,272)
- Retirement, Health Benefits, Annual & Sick Leave, Dental & Life Insurance

*Total Fringe* **\$10,873**

#### 2) Travel

##### Travel within Russia

Airfare – 14 X \$1000 (6 in year 1; 4 trips in years 2 and 3) \$14,000

EDF's contracted experts to attend field site visits, working meetings with Gazprom Group representatives and other stakeholders and for participants attending the two training meetings and the 2-day international conference entitled "Methane emissions reductions in the Russian gas sector: global, national, and local benefits." The conference will be held in Moscow.

Per diem and accommodation – 40 x \$200 \$8,000

##### Travel between Russia and the United States

Airfare – 12 X \$1000 (4 each of 3 years) \$12,000

EDF personnel and local project expert travel for working meetings, seminars and aforementioned 2-day workshop.

*Total Travel* **\$34,000**

### 3) Contractual Services

These expenses will cover the fees for our local experts stationed in Russia, who will provide the expertise and support to develop methodological guidelines for methane emissions reductions at Gazprom, conduct a pilot inventory of Gazprom's methane emissions, assist with the training of gas experts on technological solutions for methane emissions reductions and assist Georgy Safonov, project coordinator in Russia, with the dissemination of the results to various stakeholders and the media within the country.

Description	Assumptions	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
V. Berdin	Develop methodological guidelines	10,000	10,000	5,000	25,000
A. Kokorin	Technical expertise on emissions inventory	10,000	10,000	5,000	25,000
D. Besedovskaya	Environmental Impact Assessment	15,000	15,000	7,500	37,500
A. Bondarenko	Financial scheme specialist	15,000	15,000	7,500	37,500
G. Safonov	Coordination of project within Russia <i>25,000</i>	50,000	50,000	25,000	125,000
J. Safonova	Methodological guidelines/dissemination	10,000	10,000	5,000	25,000
Yu. Vlasov	Pre-feasibility study of pilot project	20,000	20,000	10,000	50,000
Total Contractual <i>105,000</i>		130,000	130,000	65,000	325,000 <i>275,000</i>

### 4) Indirect Charges

The negotiated indirect cost rate is 28.92% (EPA, cognizant agency) for a total amount of **\$89,693.88** and is applied to the base amount of **\$310,144.81**. The base amount is comprised of the total direct cost of the project less **\$300,000** for exclusions in contractual fees (**\$125,000**) and sub-grants (**\$175,000**).

	<i>237,884</i>	<i>246,078</i>	<i>126,183</i>	<i>610,145</i>
TOTAL DIRECT COSTS	237,883.63	246,077.81	126,183.36	610,144.81

#### Exclusions:

Sub-grants	65,000.00	77,500.00	32,500.00	175,000.00
Contractual	50,000.00	50,000.00	25,000.00	125,000.00

#### DIRECT COSTS

SUBJECT TO INDIRECT COST RATE	<i>132,884</i>	<i>141,078</i>	<i>61,183</i>	<i>335,145</i>
	<del>122,883.63</del>	<del>148,577.81</del>	<del>68,683.36</del>	<del>340,144.81</del>

Indirect Costs Rate	0.2892	0.2892	0.2892	0.2892
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Indirect Cost Expense	35,537.95	34,292.70	19,863.23	89,693.88
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### 5) Other

The costs included in this budget category are comprised of funds to support the activities of our two partner organizations, Vinigaz (research arm of Gazprom), and the Higher School of Economics. Vinigaz (**\$100,000**) will play a major role in the development of the methodological guidelines for methane emissions inventories, and help to conduct the training sessions for the gas experts. The Higher School of Economics (**\$75,000**) will contribute to the assessments of the financial schemes, and will be the primary organizer of the final 2-day conference in Moscow. Other costs are for the creation and printing of brochures and other materials for the

$$\text{Max IDC} = \$96,924$$

$$\begin{aligned} \text{Recipient IDC} \\ \text{Applied} &= \$89,694 \end{aligned}$$

$$\begin{aligned} \text{Recipient IDC} &= \$7,230 \\ \text{Shortage} \end{aligned}$$

purposes of dissemination, and expenses for the translation of printed materials into Russian and English and interpretation at the final conference in Moscow.

Description	Assumptions	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
VNIIGAZ-Gazprom	Methodology Development	40,000	40,000	20,000	100,000
Higher School of Economics	Organize Conference	15,000	15,000	45,000	75,000
<b>Total Subgrants</b>		<b>55,000</b>	<b>55,000</b>	<b>65,000</b>	<b>175,000</b>

#### Printing/Translation

Description	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
Translation	5,000	5,000	5,000	15,000
Printing	5,000	3,750	1,250	10,000
<b>Total</b>	<b>10,000</b>	<b>8,750</b>	<b>6,250</b>	<b>25,000</b>

#### **4. Resumes and Letters of Support included as separate attachments.**

	Year 1	Year 2	Year 3
Total Contractual (re IDC)	\$105,000	\$105,000	\$65,000
Total Direct Costs			
	\$237,884	\$246,078	\$126,183
	= \$610,145		
	<u>- \$105,000</u>	<u>- \$105,000</u>	<u>\$65,000</u>
Direct Costs Subject To Indirect Cost Rate	\$132,884	\$141,078	\$61,183
	= \$335,145		
IDC R	X .2892	X .2892	X .2892
IDC Expense	\$38,430	\$40,800	\$17,694
	= \$96,924		

Max IDC = \$96,924  
 Recipient IDC Applied = \$89,694  
 Recipient IDC Shortage = \$7,230

Refers to Preliminary  
 Mark-up above



Work will be undertaken to the extent funding makes possible. The total estimated cost to implement the proposed project is \$699,672. This cost estimate is comprised of the following six budget categories: 1) Personnel/Fringe Benefits; 2). Travel; 3). Contractual Services; 4) Other; 5). Indirect Charges. The calculation of the cost for each of these budget categories is detailed below.

<b>Position/Title</b>	<b>Annual Salary</b>	<b>%FTE</b>	<b>Total</b>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	\$10,873

**2). Travel: \$34,000**

Name & Origin/Destination	Number of Trips	Cost/Trip	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
US-Russia return trips	12	1,000	4,000	4,000	4,000	12,000
Trips within Russia	14	1,000	6,000	4,000	4,000	14,000

Accommodation in Russia	40	200	4,000	2,000	2,000	8,000
<b>Total Travel</b>			<b>14,000</b>	<b>10,000</b>	<b>10,000</b>	<b>34,000</b>

### **3). Contractual Services: \$325,000**

These expenses will cover the fees for our local experts stationed in Russia, who will provide the expertise and support to develop methodological guidelines for methane emissions reductions at Gazprom, conduct a pilot inventory of Gazprom's methane emissions, assist with the training of gas experts on technological solutions for methane emissions reductions and assist Georgy Safonov, project coordinator in Russia, with the dissemination of the results to various stakeholders and the media within the country.

Description	Assumptions	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
V. Berdin	Develop methodological guidelines	10,000	10,000	5,000	25,000
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D. Besedovskaya	Environmental Impact Assessment	15,000	15,000	7,500	37,500
A. Bondarenko	Financial scheme specialist	15,000	15,000	7,500	37,500
G. Safonov	Coordination of project within Russia	50,000	50,000	25,000	125,000
J. Safonova	Methodological guidelines/dissemination	10,000	10,000	5,000	25,000
Yu. Vlasov	Pre-feasibility study of pilot project	20,000	20,000	10,000	50,000
<b>Total Professional Fees:</b>		<b>130,000</b>	<b>130,000</b>	<b>65,000</b>	<b>325,000</b>

### **4) Indirect Charges**

The approved indirect cost rate is .2892 for a total amount of **\$89,693.88** and is applied to the base amount of **\$310,144.81**. The base amount is comprised of the total direct cost of the project less **\$300,000** for exclusions in professional fees (**\$125,000**) and Grants/Passthroughs (**\$175,000**). The indirect rate charge accounts for costs that include printing, telecommunications, postage and delivery, information technology, equipment and supplies, media services, accounting services, and overhead.

<b>TOTAL DIRECT COSTS</b>	<b>237,883.63</b>	<b>246,077.81</b>	<b>126,183.36</b>	<b>610,144.81</b>
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#### **Exclusions:**

Grants & Passthroughs	65,000.00	77,500.00	32,500.00	175,000.00
Professional fees	50,000.00	50,000.00	25,000.00	125,000.00

#### **DIRECT COSTS**

#### **SUBJECT TO INDIRECT**

<b>COST RATE</b>	<b>122,883.63</b>	<b>118,577.81</b>	<b>68,683.36</b>	<b>310,144.81</b>
Indirect Costs Rate**	0.2892	0.2892	0.2892	0.2892
Indirect Cost Expense	35,537.95	34,292.70	19,863.23	89,693.88

### **4) Other**

The costs included in this budget category are comprised of funds to support the activities of our two partner organizations, Vinigaz (research arm of Gazprom), and the Higher School of Economics. Vinigaz (**\$100,000**) will play a major role in the development of the methodological guidelines for methane emissions inventories,

and help to conduct the training sessions for the gas experts. The Higher School of Economics (**\$75,000**) will contribute to the assessments of the financial schemes, and will be the primary organizer of the final 2-day conference in Moscow. Other costs that will contribute to the completion of the project are expenses for the creation and printing of brochures and other materials for the purposes of dissemination, and expenses for the translation of printed materials into Russian and English and interpretation at the final conference in Moscow.

Description	Assumptions	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
VNIIGAZ-Gazprom	Methodology Development	40,000	40,000	20,000	100,000
Higher School of Economics	Organize Conference	15,000	15,000	45,000	75,000
<b>Total Grants/Passthroughs</b>		<b>55,000</b>	<b>55,000</b>	<b>65,000</b>	<b>175,000</b>

Below is a breakdown of the estimated costs for the conference, printed materials, and translation to be paid with funds through HSE.

**Cost of Final Conference in Moscow**

- Airfare – 20 x \$800 roundtrip	\$16,000
- Rail – 10 x \$300 roundtrip	\$3,000
- Per Diem – 30 people x \$50 per person x 3 nights	\$4,500
- Hotel – 30 people x \$239 per night x 3 nights	\$21,500
	<b>\$45,000</b>

**Printing/Translation**

Description	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
Translation	5,000	5,000	5,000	15,000
Printing	5,000	3,750	1,250	10,000
<b>Total</b>	<b>10,000</b>	<b>8,750</b>	<b>6,250</b>	<b>25,000</b>

**Complimentary Funding** In line with the goals of the international Methane to Markets Partnership, Environmental Defense Fund has received \$100,000 in foundation grants to advance cost-effective, near-term methane recovery and use as a clean energy source through a complimentary project in Russia called "Economic Benefits for Community Development and Community Development in Environmental Improvements in Russia." This project will reduce greenhouse gas emissions, enhance economic growth, promote energy security, and improve the environment. The project provides analytical and practical support to help create the institutional capacity for the wide-scale implementation of projects and programs aimed at community development and environmental improvements by using the local biofuel resources instead of fossil fuels for residential energy supply.

**4. Resumes and Letters of Support included as separate attachments.**

**Nonprofit Organization  
Indirect Cost Negotiation Agreement**

EIN: 11-6107128

**Organization:**

Environmental Defense, Inc.  
257 Park Avenue South  
New York, New York 10010

**Date:** July 1, 2008

**Report No(s):** 08-A-598(06P)  
08-A-599(08P)

**Filing Ref.:**  
Last Negotiation Agreement  
dated June 15, 2007

The indirect cost rates contained herein are for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR 230 (OMB Circular A-122) applies, subject to the limitations in Section II.A. of this agreement. The rates are negotiated by the U.S. Department of the Interior, National Business Center, and the subject organization in accordance with the authority contained in 2 CFR 230.

**Section I: Rates**

Type	Effective Period		Rate*	Locations	Applicable To
	From	To			
Final	10/01/05	09/30/06	28.92%	All	All Programs
Provisional	10/01/07	09/30/08	28.92%	All	All Programs

\*Base: Total direct costs less capital expenditures, the portion of subawards in excess of \$25,000, and passthrough funds.

**Treatment of fringe benefits:** Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

**Treatment of paid absences:** Vacation, holiday, sick leave, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for the salaries and wages. Separate claims for the costs of these paid absences are not made.

**Section II: General**

Page 1 of 3

**A. Limitations:** Use of the rates contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rates agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

**B. Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

**Section II: General (continued)**

Page 2 of 3

**C. Changes:** The rates contained in this agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in organizational structure, or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

**D. Provisional/Final Rates:** Within 6 months after year end, a final rate must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.

**E. Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.

**F. Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.

**G. Reimbursement Ceilings:** Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.

**H. Use of Other Rates:** If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rates in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate should be used to identify the maximum amount of indirect cost allocable to these programs.

**I. Central Service Costs:** Where central service costs are estimated for the calculation of indirect cost rates, adjustments will be made to reflect the difference between provisional and final amounts.

**J. Other:**

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.

2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.

Section II: General (continued)

Page 3 of 3

3. This negotiation agreement is entered into under the terms of an Interagency Agreement between the U.S. Department of the Interior and the U.S. Environmental Protection Agency. No presumption of federal cognizance over audits of indirect cost negotiations arises as a result of this Agreement.

4. New indirect cost proposals are necessary to obtain approved indirect cost rates for future fiscal or calendar years. The proposals are due in our office 6 months prior to the beginning of the year to which the proposed rates will apply.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the Nonprofit Organization:

Environmental Defense, Inc.  
Grantee/Contractor

*Peter Accinno* /s/  
Signature

Peter Accinno  
Name (Type or Print)

Vice President for Finance & Admin  
Title

6/26/08  
Date

For the Cognizant Federal Government Agency:

U.S. Environmental Protection Agency  
Cognizant Agency

*Deborah A. Moberly* /s/  
Signature

Deborah A. Moberly  
Name  
Indirect Cost Coordinator  
Indirect Cost Services  
Title

U.S. Department of the Interior  
National Business Center  
Negotiating Agency  
Date July 1, 2008

Negotiated by Mark W. Stout  
Telephone (916) 566-7111

# APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> 03/05/2009	Applicant Identifier  
<b>3. DATE RECEIVED BY STATE</b>  		State Application Identifier  	
<b>4. DATE RECEIVED BY FEDERAL AGENCY</b> JUN 18 2009		Federal Identifier 834427010	

<b>5. APPLICANT INFORMATION</b> Legal Name: Environmental Defense Fund Inc.		Organizational Unit:  	
Address (give city, county, state, and zip code): 257 Park Avenue South New York, NY 10010		Name and telephone number of the person to be contacted on matters involving this application (give area code): Bryan Weigel (202) 572-3346 or Amanda Lichtenberg (212) 616-1213	

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 11-6107128	<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <span style="border: 1px solid black; padding: 0 5px;">N</span>
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify):	A. State    H. Independent School Dist. B. County    I. State Controlled Institution of Higher Learning C. Municipal    J. Private University D. Township    K. Indian Tribe E. Interstate    L. Individual F. Intermunicipal    M. Profit Organization G. Special District    N. Other (Specify): non-profit
<b>9. NAME OF FEDERAL AGENCY:</b>  	


<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 66-034 TITLE: Activities That Advance Methane Recovery	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Piedmont Pine Savanna Cost Share Project
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b> Russia, Global Environmental Benefits	

<b>13. PROPOSED PROJECT:</b> Start Date    Ending Date 09/01/2009    02/28/2012	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant    b. Project NY 14    N/A
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<b>15. ESTIMATED FUNDING:</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">a. Federal</td> <td style="width:10%;">\$</td> <td style="width:70%;">699,839.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td>.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td>699,839.00</td> </tr> </table>	a. Federal	\$	699,839.00	b. Applicant	\$	.00	c. State	\$	.00	d. Local	\$	.00	e. Other	\$	.00	f. Program Income	\$	.00	g. TOTAL	\$	699,839.00	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED STATE FOR REVIEW
a. Federal	\$	699,839.00																				
b. Applicant	\$	.00																				
c. State	\$	.00																				
d. Local	\$	.00																				
e. Other	\$	.00																				
f. Program Income	\$	.00																				
g. TOTAL	\$	699,839.00																				
<b>17. IS APPLICATION DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> YES    If "Yes," attach an explanation. <input checked="" type="checkbox"/> No																						

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		
<b>a. Typed Name of Authorized Representative</b> Peter Accinno	<b>b. Title</b> Vice President of Finance and Administration	<b>c. Telephone number</b> (212) 505-2100
<b>d. Signature of Authorized Representative</b> 	<b>e. Date Signed</b> 03/05/2009	

## Document Readers

 <b>W&amp;A Working</b>	<b>SF-424</b> <b>Application for Federal Assistance</b> <b>Title: Methane Recovery in Russian Gas Sector</b>
---	--

## Document Status

<b>Document Phase:</b> Final	<b>Last Modified:</b> 06/27/2009
<b>Current Editor:</b> Carl Davis	<b>Previous Editor:</b> Lillian Denegal
<b>Delegate:</b> Gary Carrozza	

## Receipt Information

**Grant Number:** 83442701-0

**GICS Program:** XA - Surveys-Studies-Investigations-Demonstrations and Special Purpose Activities relating to the Clean Air Act

## Workplan Information

**Workplan Title:****Fiscal Year(s):** 2010**PPG:****Media:****Budget Period Start:** 09/01/2009**Budget Period End:** 02/28/2012

## Submission Information

**EPA Region:** EPA HQ**Submission:** Application**Type of Grant:** Non-Construction**Applicant ID:****State ID:****Date Submitted:****Received By State:**

## Applicant Information

**Applicant Type:** Not for Profit**Applicant Name:** ED NY - Environmental Defense**Applicant DUNS:****Organizational Unit:****Sub Org Unit:****EIN:** 11-6107128**Address:** 257 Park Avenue South**City:** New York**County:** Bronx**State:** NY**Zip:** 10010**POC Name:****POC Phone:****POC E-Mail:****POC FAX #:**

## Application Information

**Type of Application:** New

## Project Information

**Federal Agency:** EPA**CFDA Number:** 66.034 - Surveys-Studies-Investigations-Demonstrations and Special Purpose Activities relating to the Clean Air Act**Project Title:** Methane Recovery in Russian Gas Sector



**City/Cities:****County/Counties:****State(s):****Project Period Start:** 09/01/2009**Project Period End:** 02/28/2012

## Congressional Districts



Applicant Cong Dist:

Project Cong Dist:

**Estimated Funding**

	This Action
Federal	\$699,839
Applicant	\$
State	\$
Local	\$
Other	\$
Program Income	\$
<b>TOTAL</b>	<b>\$699,839</b>

Is Application Subject to Review by State Executive Order 12612 Program?

Program Not Selected For Review

Available for Review:

Is the Applicant Delinquent on any Federal Debt?

No

**Application Attachments**

Attachments:

**Review**

Readers: Suzanne Waltzer  
Lillian Denegal  
Lakeysha Hairston

**Authorized Representative**

Authorized Rep: Peter Accinno

Printed Name:

Title: VP., Finance &  
Administration

Phone: 212-505-2100

App Signed Date: 03/05/2009

**Budget Summary**

**Section A - BUDGET SUMMARY**

Estimated Unobligated Funds		New or Revised Budget		TOTALS
Actual	Revised	Actual	Revised	
<b>TOTALS</b>	\$0	\$0	\$0	\$0

**Section B - BUDGET CATEGORIES**

Direct Charge Categories	Summary of Revised
a. Personnel	\$0
b. Fringe Benefits	\$0
c. Travel	\$0
d. Equipment	\$0
e. Supplies	\$0
f. Contractual	\$0
g. Construction	\$0
h. Other	\$0
i. Total Direct Charges	\$0
j. Indirect Charges	\$0
k. TOTALS	\$0
Program Income	\$0

Comments:

**Origination Information****Entry Method:** Paper**Created By:** Lillian Denegal on 06/25/2009**Organization:** EPA HQ**Notifications History**

06/25/2009 - Editor - Carl Davis, Gary Carrozza

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.</li><li>2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.</li><li>3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</li><li>4. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</li><li>5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).</li><li>6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the</li></ol> | <ol style="list-style-type: none"><li>basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</li><li>7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.</li><li>8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</li></ol> |
|---|---|


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Prescribed by OMB Circular A-102

Chief Financial Officer  
of Finance and Administration  
Vice President  
Private Industry

<p>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally-assisted construction subagreement.</p> <p>10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> <p>11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).</p>	<p>12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) Related to protecting components or potential components of the national wild and scenic rivers system.</p> <p>13. Will assist the awarding agency in assuring compliance will Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).</p> <p>14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.</p> <p>15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) Pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.</p> <p>16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) Which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.</p> <p>17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."</p> <p>18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.</p>
---	--

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE <b>Peter Accinno</b> <b>Vice President</b> <b>of Finance and Administration</b> <b>Chief Financial Officer/ Treasurer</b>
APPLICANT ORGANIZATION <b>Environmental Defense Fund, Incorporated</b>	DATE SUBMITTED <b>May 14, 2009</b>



EPA-OAR-CCD-09-03

EPA Project Control Number

## **CERTIFICATION REGARDING LOBBYING**

### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Peter Accinno, V.P. for Finance and Administration

Typed Name & Title of Authorized Representative

Peter Accinno, 5/14/09

Signature and Date of Authorized Representative



## Search for Charities, Online Version of Publication 78 Search Results

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☒ At least one of the words

☐ All of the words

☒ Location

 City  State  Country 
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Name ▲	City	State	Country	Code
Engine 54 Ladder 4 Battalion 9 Memorial Fund Inc.	New York	NY	USA	=
Engine 6 Memorial Fund Inc.	New York	NY	USA	=
Engine Company 74 Family Fund Inc.	New York	NY	USA	=
Environmental Defense Fund Incorporated	New York	NY	USA	=
Environmental Defense Incorporated	New York	NY	USA	=
Environmental Grantmakers Association	New York	NY	USA	=
Environmental Resource Association Inc.	New York	NY	USA	=
Environmental Simulation Center Ltd.	New York	NY	USA	3
Episcopal Church Building Fund	New York	NY	USA	=
Esther A & Joseph Klingenstein Fund Inc.	New York	NY	USA	4
Estonian Students Fund in US A Inc.	New York	NY	USA	=
Euclid Hall Housing Development Fund Company Inc.	New York	NY	USA	=
Eugene J & Gloria E Sullivan Schol- arship Fund 020389 849965	New York	NY	USA	=
Euro Brokers Relief Fund Inc.	New York	NY	USA	=
Everlasting Pine Housing Development Fund Company Inc.	New York	NY	USA	=
Exchange Christmas Dinner Fund Inc.	New York	NY	USA	=
Eye Surgery Fund Inc.	New York	NY	USA	4
F P Bolton-Payne Fund Inc. 208679	New York	NY	USA	4
F R Gaunt Estate F M Gaunt Endowment Fund	New York	NY	USA	4
F W A of New York Educational Fund	New York	NY	USA	=
F Weller Charity Fund	New York	NY	USA	4
Faces Ny Housing Development Fund Company Inc.	New York	NY	USA	4
Fair Harbor Community Fund Inc.	New York	NY	USA	=
Fairness Fund	New York	NY	USA	=
Faithful and Fearless Wtc Family Fund Inc.	New York	NY	USA	=

[Prev](#) | 376-400 | [Next](#)



Re: Pre-Award Review Complete-- 83442701-0   
Tom Walker to: Carl Davis

09/23/2009 08:40 AM

Thanks Carl.

Tom Walker  
US EPA - Office of Civil Rights  
External Compliance Program  
Washington, DC  
202-343-9680

Carl Davis

Hi Tom, The information provided for the pre-aw...

09/23/2009 08:34:52 AM

From: Carl Davis/DC/USEPA/US  
To: Tom Walker/DC/USEPA/US@EPA  
Date: 09/23/2009 08:34 AM  
Subject: Pre-Award Review Complete-- 83442701-0

Hi Tom,

The information provided for the pre-award questions appear to be in order. See attachment below.

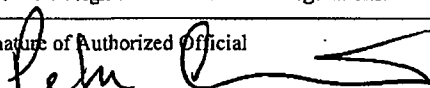
[attachment "83442701-0 Environmental Defense Fund.pdf" deleted by Tom Walker/DC/USEPA/US]

Thanks,

Carl Davis  
Grants Specialist  
Grants and Interagency Agreement Management Division  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW, 3903R  
Washington, DC 20460  
(202) 564-1864  
(202) 565-2470(fax)  
Davis.Carl@epa.gov

FORM

Approved By OMB: No. 2030-0020 Expires 04-30-2012

<b>Preaward Compliance Review Report for</b> <b>All Applicants and Recipients Requesting EPA Financial Assistance</b> <b>Note: Read instructions on other side before completing form.</b>		
I.	Applicant/Recipient (Name, Address, State, Zip Code).	DUNS No.
	Environmental Defense Fund, 257 Park Avenue South, NY NY 10010	11-6107128
II.	Is the applicant currently receiving EPA assistance?	
	Yes	
III.	List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.)	
	none	
IV.	List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.)	
	none	
V.	List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))	
	none	
VI.	Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.	
	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	
a.	If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b). Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
b.	If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. § 7.70) applies. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
VII.*	Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities? (40 C.F.R. § 5.140 and § 7.95) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
a.	Do the methods of notice accommodate those with impaired vision or hearing? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
b.	Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
c.	Does the notice identify a designated civil rights coordinator? Yes <input type="checkbox"/> No <input type="checkbox"/>	
VIII.*	Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a))	
	n/a	
IX.*	Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166)	
	n/a	
X.*	If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.	
	n/a	
XI.*	If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures.	
	n/a	
<b>For the Applicant/Recipient</b>		
I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.		
A.	Signature of Authorized Official	B. Title of Authorized Official
		Peter Accinno
		C. Date
		9/21/2009
<b>For the U.S. Environmental Protection Agency</b>		
I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.		
A.	Signature of Authorized EPA Official	B. Title of Authorized EPA Official
		C. Date

See \*\* note on reverse side

EPA Form 4700-4 (Rev. 04/2012). Previous editions are obsolete.



## Grants Certification Training Database

EPA Domino Directory ==> 

### Project Officer Information

<b>Project Officer:</b>	<b>Suzanne Waltzer    Certified Grants</b>		
<b>Office:</b>	OAR,OAP, CCD	<b>E-Mail:</b>	Waltzer.Suzanne@epamail.epa.gov
<b>AAShip:</b>	OAR	<b>Phone:</b>	202-343-9544
<b>Org Code:</b>	6207	<b>Mail Code:</b>	

### Training Information

<b>Basic Training Date</b> 02/26/2004	<b>Basic Training Type</b> <input type="radio"/> IAG Only <input type="radio"/> Manager Only <input checked="" type="radio"/> Grants Only <input type="radio"/> IGMS Security
<b>Refresher Training Date</b> 02/21/2007	<b>Refresher Training Type</b> <input type="radio"/> IAG Only Refresher <input type="radio"/> Manager Only <input checked="" type="radio"/> Grants Only Refresher <input type="radio"/> IGMS Security

<b>Last Training Date</b>	02/21/2007
<b>Certification Expiration Date</b>	02/21/2010

### Comments

#### Created By:

Gail Cornwell/DC/USEPA/US on 09/22/2009

#### Last Modified By:

CN=Gail Cornwell/OU=DC/O=USEPA/C=US on 09/22/2009

## Grants Certification Training Database

EPA Domino Directory ==> 

### Project Officer Information

<b>Project Officer:</b>	<b>Brian Mclean</b>	<b>Certified Managers</b>
<b>Office:</b>	OAR,OAP, OD	<b>E-Mail:</b> Mclean.Brian@epamail.epa.gov
<b>AAShip:</b>	OAR	<b>Phone:</b> 202-343-9140
<b>Org Code:</b>	6201	<b>Mail Code:</b>

### Training Information

<b>Basic Training Date</b> 03/12/2007	<b>Basic Training Type</b> <input type="radio"/> IAG Only <input checked="" type="radio"/> Manager Only <input type="radio"/> Grants Only <input type="radio"/> IGMS Security
<b>Refresher Training Date</b>	<b>Refresher Training Type</b> <input type="radio"/> IAG Only Refresher <input type="radio"/> Manager Only <input type="radio"/> Grants Only Refresher <input type="radio"/> IGMS Security

<b>Last Training Date</b>	03/12/2007
<b>Certification Expiration Date</b>	03/12/2010

### Comments

#### Created By:

Gail Cornwell/DC/USEPA/US on 09/22/2009

#### Last Modified By:

CN=Gail Cornwell/OU=DC/O=USEPA/C=US on 09/22/2009

## Grants Certification Training Database

EPA Domino Directory ==> 

### Project Officer Information

<b>Project Officer:</b>	<b>Ed Callahan</b>	<b>Certified Managers</b>
<b>Office:</b>	OAR,OAP, OD	<b>E-Mail:</b> Callahan.Ed@epamail.epa.gov
<b>AAShip:</b>	OAR	<b>Phone:</b> 202-343-9083
<b>Org Code:</b>	6201	<b>Mail Code:</b>

### Training Information

<b>Basic Training Date</b> 01/08/2007	<b>Basic Training Type</b> <input type="radio"/> IAG Only <input checked="" type="radio"/> Manager Only <input type="radio"/> Grants Only <input type="radio"/> IGMS Security
<b>Refresher Training Date</b>	<b>Refresher Training Type</b> <input type="radio"/> IAG Only Refresher <input type="radio"/> Manager Only <input type="radio"/> Grants Only Refresher <input type="radio"/> IGMS Security

<b>Last Training Date</b>	01/08/2007
<b>Certification Expiration Date</b>	01/08/2010

### Comments

#### Created By:

Gail Cornwell/DC/USEPA/US on 09/22/2009

#### Last Modified By:

CN=Gail Cornwell/OU=DC/O=USEPA/C=US on 09/22/2009

## Grants Certification Training Database

EPA Domino Directory ==> 

### Project Officer Information

<b>Project Officer:</b>	<b>Paul Gunning    Certified Grants</b>		
<b>Office:</b>	<b>OAR,OAP, CCD</b>	<b>E-Mail:</b>	<b>Gunning.Paul@epamail.epa.gov</b>
<b>AAShip:</b>	<b>OAR</b>	<b>Phone:</b>	<b>202-343-9736</b>
<b>Org Code:</b>	<b>6207</b>	<b>Mail Code:</b>	<b>6602</b>

### Training Information

<b>Basic Training Date</b> 12/05/97	<b>Basic Training Type</b> <input type="radio"/> IAG Only <input type="radio"/> Manager Only <input checked="" type="radio"/> Grants Only <input type="radio"/> IGMS Security
<b>Refresher Training Date</b> 06/23/2009	<b>Refresher Training Type</b> <input type="radio"/> IAG Only Refresher <input type="radio"/> Manager Only <input checked="" type="radio"/> Grants Only Refresher <input type="radio"/> IGMS Security

<b>Last Training Date</b>	06/23/2009
<b>Certification Expiration Date</b>	06/23/2012

### Comments

### Created By:

Gail Cornwell/DC/USEPA/US on 09/29/2009

### Last Modified By:

CN=Gail Cornwell/OU=DC/O=USEPA/C=US on 09/29/2009

## Grants Certification Training Database

EPA Domino Directory ==> 

### Project Officer Information

<b>Project Officer:</b>	<b>Gloria Debolt    Certified Grants</b>		
<b>Office:</b>	OAR,OAP, CCD	<b>E-Mail:</b>	DeBolt.Gloria@epamail.epa.gov
<b>AAShip:</b>	OAR	<b>Phone:</b>	202-343-9088
<b>Org Code:</b>	6207	<b>Mail Code:</b>	6202

### Training Information

<b>Basic Training Date</b> 02/27/96	<b>Basic Training Type</b> <input type="radio"/> IAG Only <input type="radio"/> Manager Only <input checked="" type="radio"/> Grants Only <input type="radio"/> IGMS Security
<b>Refresher Training Date</b> 01/09/2009	<b>Refresher Training Type</b> <input type="radio"/> IAG Only Refresher <input type="radio"/> Manager Only <input checked="" type="radio"/> Grants Only Refresher <input type="radio"/> IGMS Security

<b>Last Training Date</b>	01/09/2009
<b>Certification Expiration Date</b>	01/09/2012

### Comments

#### Created By:

Gail Cornwell/DC/USEPA/US on 09/29/2009

#### Last Modified By:

CN=Gail Cornwell/OU=DC/O=USEPA/C=US on 09/29/2009

Create New Record	Expand All	Collapse All
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## By State

State Name ▲ Rate Type Rate ▲

Rate Date ▲ Basis of Rate ▲

- ▶ MA
- ▶ MD
- ▶ ME
- ▶ MI
- ▶ MN
- ▶ MO
- ▶ MS
- ▶ MT
- ▶ NC
- ▶ ND
- ▶ NE
- ▶ NH
- ▶ NJ
- ▶ NM
- ▶ NV
- ▼ NY

▼ NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - NYC REGION

MBE      **FY99 Categorical Rates - Services: 18.8% Supplies: 01/01/1999 Disparity**  
    **18.8% Equipment: 18.8% Construction: 21.5% Study**

WBE      **FY99 Categorical Rates - Services: 20.5% Supplies: 01/01/1999 Disparity**  
    **20.5% Equipment: 20.5% Construction: 13.7% Study**

▶ NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - UPSTATE

▶ NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - UPSTATE REGION

- ▶ OH
- ▶ OK
- ▶ OR
- ▶ PA
- ▶ RI
- ▶ SC
- ▶ SD
- ▶ TN
- ▶ TX

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# EPLS

## Excluded Parties List System



### Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates

### View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

### Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

### OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

### EPLS Search Results

Results 1 - 1 of 1

### Search Results for Parties Excluded by

Partial Name : ENVIRONMENTAL AND DEFENSE AND FUND AND INCORPORATED or PETER AND ACCINNO or MICHAEL AND GREENBERG or AMANDA AND LICHTENBERG or BRYAN AND WEIGLE

As of 29-Sep-2009 9:19 AM EDT

Save to MyEPLS

Page: 1

Name	Greenberg, Michael S.
Classification	Individual
Exclusion Type	NonProcurement
Description	none

#### Address(es) --

Verify Street 1

Verify Street 2

Address Bayside, NY, 11361  
DUNS none

#### CT Action(s) -

Action Date	24-Jun-1993
Termination Date	Indef.
CT Code	R
Agency	OPM
Agency POC	OPM Contacts
EPLS Create Date	03-Feb-1997
EPLS Modify Date	

Action Date	24-Jun-1993
Termination Date	Indef.
CT Code	Z
Agency	HHS
Agency POC	HHS Contacts
EPLS Create Date	03-Feb-1997
EPLS Modify Date	

#### Cross Reference(s) --

Name	Action Date	Term Date	CT Code
1.Gassler, Joseph R. (Primary Record)	03-Jul-1993	Indef.	R
	03-Jul-	Indef.	Z

### Resources

- > Search Help
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News

### Reports

- > Advanced Reports
- > Recent Updates
- > Dashboard

### Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates

### Contact Information

- > For Help: Federal Service Desk

*Does not match with our recipient. See attachment on 3rd page.*

1993

Page: 1

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[ASCII](#) [Printer-Friendly](#)



RE: 83442701-0 Environmental Defense Fund  
Michael Greenberg  
to:  
Carl Davis  
09/28/2009 12:22 PM  
Cc:  
Gary Carrozza, "Clair Menzies"  
Show Details

Carl:

Thanks for your email. And sorry I missed your phone messages last week, I was out of the country on vacation. I understand Clair Menzies has called you and you have the info you need.

With respect to the question below, no I have not ever been banned or disbarred from receiving Federal grants. If it helps my full name is Michael Louis Greenberg.

Let me know if there is anything else I can help with.

Michael Greenberg  
Finance Director  
Environmental Defense Fund  
Ph: 212-616-1358

-----Original Message-----

From: [Davis.Carl@epamail.epa.gov](mailto:Davis.Carl@epamail.epa.gov) [mailto:[Davis.Carl@epamail.epa.gov](mailto:Davis.Carl@epamail.epa.gov)]  
Sent: Thursday, September 24, 2009 8:56 AM

To: Michael Greenberg  
Cc: [carrozza.gary@epamail.epa.gov](mailto:carrozza.gary@epamail.epa.gov)  
Subject: 83442701-0 Environmental Defense Fund

Hi Mr. Greenberg,

I am presently reviewing the grant request by your organization. A name similar to yours came up on a verification report. I need to know if you were ever banned or disbarred from receiving Federal grants?

Carl Davis  
Grants Specialist  
Grants and Interagency Agreement Management Division  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW, 3903R  
Washington, DC 20460  
(202) 564-1864  
(202) 565-2470(fax)  
[Davis.Carl@epa.gov](mailto:Davis.Carl@epa.gov)

This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal.

**Environmental Defense Fund**

Kysha Holliday to: Carl Davis

09/29/2009 12:08 PM

Cc: Gary Carrozza, Denise Polk

---

Carl,

Per our conversation, The Environmental Defense Fund is centrally managed from their New York office. As such their January 13, 2009 pre award certification extends to all of their regional offices and affiliated organizations. The same goes for their indirect cost rate.

Thanks

kch

---

Kysha Carter Holliday  
Acting Compliance Officer  
US Environmental Protection Agency  
Office of Grants & Debarment  
Phone: (202) 564-1639  
Fax: (202) 565-2470

*See Attachment*

## Recipient Pre-Award Certification








### EDF MA - Environmental Defense Fund Inc. ->

Editor: Kysa Holliday

#### Recipient Point of Contact

<b>Name:</b>	Rachel Beckhardt		
<b>E-Mail:</b>	rbeckhardt@edf.org	<b>Phone:</b>	(617) 406-1803
<b>Address:</b>	18 Tremont Street, Suite 850		
<b>City:</b>	Boston		
<b>State:</b>	MA	<b>Zip:</b>	02108

**Other Recipient Info/Comments:** Amount: \$400,00  
 Fiscal Year Funds Expire: N/A  
 Web Address: www.edf.org  
 EPA Program: National Clean Diesel Funding Assistance Program  
 EPA PO Name: Cynthia Veit  
 EPA PO Telephone: (617) 918-1666  
 EPA Grants Specialist Name: Brian Tocci  
 EPA Grant Specialist Phone: (617) 918-1979  
 9h. Comments: submit: Send Pre-Award Request

11/26/08 kch emailed PAQ  12/9/08 kch recvd email with PAQ and audit . Still needs written policies and procedures. 12/11/08 kch recvd addtl policies . 12/17/08 kch emailed documents to contractor for review . 12/23/08 recvd rpt: 1) weakness - draw/pay funds. KCh emailed report to GMO 12/31/08.  1/7/09 kch received revise acctg policies and procedures. 1/12/09 KCH emailed GMO for PAC recommendation . GMO approved PAC 1/13/09 



Environmental Defense Fund.doc P&P update Jan709.pdf



A133 Audited Financial Statements FY07.pdf OMB EPA 12-8-08.pdf

Rachel Beckhardt  
 Project Manager, Corporate Partnerships  
 Environmental Defense Fund  
 18 Tremont Street -- Suite 850  
 Boston, MA 02108  
 Tel: 617-406-1803  
 rbeckhardt@edf.org  
 www.edf.org/partnerships



EDF Conflict of Interest Policy 06 2008.doc Travel Policy Final.doc



Frequently Asked Questions about the Travel Policy Final.doc



2006 Updated Financial Policies.doc AMX American Express Procedures.doc



Finance procedures posted in Insider .doc Lobbying guidelines.doc



AMX American Express Procedures.doc Cash receipts policy .doc



Timesheet file maintenance.doc Finance and Admin Cmt Charter 03 01 08.doc



proposal guidelines march 2008 (2).doc EmployeeHandbook.pdf

#### Certification Information

Date questionnaire was sent to applicant:	11/26/2008
Date questionnaire was received by GMO:	12/11/2008
Date grantee's documents sent for review:	12/17/2008
Date pre award report received:	12/23/2008
Date report sent to GMO:	12/31/2008
Date Administrative Capability Certified:	01/13/2009
Date Administrative Capability expires:	01/13/2013
Name of who certified applicant:	Kysha Holliday
GMO recommendation:	

Source of information:

Links & Attachments:

OMB Control Number 2030-0020  
Expiration Date 4/30/09

Appendix A  
EPA Administrative Capability Questionnaire

The Environmental Protection Agency (EPA) uses the standards set forth in the Code of Federal Regulations, Title 40, Part 30, Subpart C and Office of Management and Budget's (OMB) Circular A-122 "Cost Principles for Non-Profit Organizations" to assess the adequacy of administrative management systems. The regulation can be found on EPA's website at <http://www.epa.gov/ogd/grants/regulations.htm> or by searching the US Government Printing Office's site at <http://www.gpoaccess.gov/cfr/index.html>; the OMB Circular can be found on OMB's website at: [http://www.whitehouse.gov/omb/circulars/a122/a122\\_2004.html](http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html). If your organization is being recommended for an EPA grant, and your organizational policies and procedures do not fully cover the areas outlined in the questionnaire, revised or new policies may be necessary to comply with Federal financial management standards.

**PART I - GENERAL**

1.	Legal Name of the Organization	Environmental Defense Fund Incorporated
2.	Other Organizational Names or Acronyms Used	Environmental Defense; EDF
2a	Please Identify any affiliated organizations	Environmental Defense Action Fund; California Fisheries Fund, Inc.
3.	Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) Number	079822748
4.	Is your accounting system accrual based or cash based?	accrual
5.	Is your accounting system manual, automated or combination?	Automated
6.	Has an audit been performed on the organization's financial statement?	Yes
7.	What was the audit opinion?	unqualified
8.	If the organization has expended more than \$500,000 in federal grant funds within a year, has an A-133 audit been performed?	Yes;
9.	If yes, were there any major findings?	none
10.	Does the organization have an approved indirect cost rate with the Federal government?	yes
11.	Has the organization filed any certification/questionnaire regarding its financial managements systems to other Federal agencies? If yes, please list and provide a copy.	no

OMB Control Number 2030-0020  
Expiration Date 04/30/09

## PART II - ADMINISTRATIVE CAPABILITY

Instructions: Check the appropriate box to the right for each item. If your organization has written policies/procedures that meet the requirement, check the box under the AYes@column. If your organization does not have written policies/procedures that meet the requirement described under this column, check (/) the box under the ANo@column and explain in the box or in an attachment. Please provide EPA a copy (electronic is preferable) of the following items: 1) Most recent audit of financial statements and management letter, 2) procurement and property policies, 3) personnel policies and 4) travel policy. EPA will evaluate your responses against these items.		Yes	No (explain)
<b>STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS</b>			
1.	Does your accounting and financial management system(s) follow Generally Accepted Accounting Principles? (OMB Circular A-122, Attachment A, A(2)(e))	✓	
2.	Is your financial management system(s) able to relate financial data to performance data and develop unit cost information? (40 CFR 30.21(a))	Not Applicable	
3.	Can your financial management system(s) provide accurate, current and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the requirements of 40 CFR 30.52? These are the Financial Status Report and Report of Federal Cash Transactions. (40 CFR 30.21(b)(1))	✓	
4.	Can your financial management system(s) provide records that adequately identify the source and application of funds for federally-sponsored activities? Information to be included is: authorizations, obligations, unliquidated obligations, assets, outlays, income and interest. (40 CFR 30.21 (b)(2))	✓	
5.	Does your financial management system(s) provide for effective control over and accountability for all funds, property and other assets, including ensuring that all such assets are used solely for authorized purposes? (40 CFR 30.21 (b)(3))	✓	
6.	Can your financial management system(s) provide for a comparison of outlays with budget amounts for each award, including, where appropriate, information related to performance and unit cost? (40 CFR 30.21(b)(4))	✓	
7.	Does your financial management system(s) provide written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the issuance or redemption of checks, warrants or payments by other means for the purposes of the program? (40 CFR 30.21(b)(5))	✓	
8.	Does your financial management system(s) provide written procedures for determining the reasonableness, allocability and allowability of costs in accordance with OMB Circular A-122, "Cost Principles for Non-Profit Organizations"? (40 CFR 30.21(b)(6))	✓	
9.	Does your financial management system(s) provide accounting records which include cost accounting records supported by source documentation? (40 CFR 30.21(b)(7))	Not applicable	
10.	If applicable, does your financial management system(s) provide procedures for conducting an audit in accordance with OMB Circular A-133? Currently, A-133 audits are required for recipients expending \$500,000 or more in federal funds during the fiscal year. (40 CFR 30.26(a))	✓	
11.	Does your financial management system(s) provide or describe existing or planned indirect cost rates? (OMB Circular A-122 Attachment A, Sections C and D)	✓	

OMB Control Number 2030-0020

Expiration Date 04/30/09

Instructions: Check the appropriate box to the right for each item. If your organization has written policies/procedures that meet the requirement, check the box under the <b>Yes</b> column. If your organization does not have written policies/procedures that meet the requirement described under this column, check ( / ) the box under the <b>No</b> column and explain in the box or in an attachment. Please provide EPA a copy (electronic is preferable) of the following items: 1) Most recent audit of financial statements and management letter, 2) procurement and property policies, 3) personnel policies and 4) travel policy. EPA will evaluate your responses against these items.		Yes	No (explain)
<b>PROPERTY AND PROCUREMENT STANDARDS</b>			
1.	Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; (9) ultimate disposition information? (40 CFR 30.34(f)(1))	✓	
2.	Does your property management system(s) provide for a physical inventory and reconciliation of property at least every two years? (40 CFR 30.34(f)(3))	✓	
3.	Does your property management system(s) provide controls to insure safeguards against loss, damage or theft of the property? (40 CFR 30.34(f)(4))	✓	
4.	Does your property management system(s) provide for adequate maintenance of the property? (40 CFR 30.34(f)(5))	✓	
5.	Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services? (40 CFR 30.44(a))	✓	
6.	Does your procurement system provide for the conduct and documentation of cost or price analysis for each procurement action? (40 CFR 30.45)	✓	
<b>PERSONNEL AND TRAVEL</b>			
1.	Does your organization maintain written standards of conduct governing the performance of your employees engaged in the award and administration of contract (i.e., conflict of interest) and does it provide for disciplinary actions? (40 CFR 30.42)	✓	
2.	Does your organization maintain a personnel system(s) which provides monthly reports on the activities of each employee whose compensation is charged to the assistance agreement? (OMB Circular A-122, Attachment B, 8(m))	✓	
3.	Does your organization maintain a standard travel policy? (OMB Circular A-122, Attachment B, 51(b))	✓	

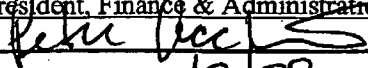


OMB Control Number 2030-0020  
Expiration Date 04/30/09

### PART III - CERTIFICATION AND SUBMISSION

#### CERTIFICATION OF APPLICANT-S AUTHORIZED REPRESENTATIVE (REQUIRED):

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

Name Peter Accinno  
Title Vice President, Finance & Administration  
Signature   
Date 12/18/08

#### SUBMISSION INSTRUCTIONS:

Submit questionnaire with documentation at least 60 days prior to your proposed project start date to Mr. Glen Langlois ( [langlois.glen@epa.gov](mailto:langlois.glen@epa.gov) ) or Ms. Kysha Holliday ( [holliday.kysha@epa.gov](mailto:holliday.kysha@epa.gov) ). If you do not have internet access, mail the questionnaire and supporting documentation to the following address:

US Environmental Protection Agency  
Attn: Glen V. Langlois, Compliance Officer  
or Ms. Kysha Holliday, Coordinator  
1200 Pennsylvania Avenue, N.W. (3903R)  
Washington, DC 20460

For Fed Ex  
US Environmental Protection Agency  
Attn: Glen V. Langlois, Compliance Officer  
or Ms. Kysha Holliday, Coordinator  
1300 Pennsylvania Avenue, N.W., Room 51223  
Washington, D.C. 20004

If the signed document is submitted by email, it must be submitted in a computer file format, such as Portable Document Format (PDF) developed by Adobe Systems, Inc., that allows authors to exchange documents among different computer systems, while preserving the documents' typography and page layout.

83442701-0

Environmental Defense Fund/Methane to Markets Final Seminar  
 “Methane Emissions Reductions in the Russian Gas Sector: Achieving Global, National  
 and Local Benefits”

We will organize an international 2-day conference tentatively titled “Methane Emissions Reductions in the Russian Gas Sector: Achieving Global, National and Local Benefits” in Moscow with 70-80 participants including representatives of gas industries, research institutes, carbon investors, policy makers, environmental NGOs, academics and other stakeholders.. We will involve speakers from Russia, the US, EU, Japan and other countries.

Presenters:

- Mr. Sergey Mikhailov (Director of Department, Ministry of Energy, Russia): presentation of the State energy policy in gas sector
- Mr. Oleg Pluzhnikov (Head of Division, Ministry of Economic Development, Russia): economic development and energy saving policy in Russia
- Dr. Vitalii Bushuev (General Director, Institute for Energy Strategy, Russia): presentation of the Russian Energy Strategy-2030, perspectives for gas sector development in Russia
- Mr. Ishkov (Head of Department, Gazprom, Russia): presentation of Gazprom's experience in methane emission reduction
- Mrs. Greta Akopova (Head of Laboratory, VNIIGAZ, Russia): presentation of the methodological and information basis for methane emission reduction in the Russian gas sector
- Mrs. Olga Novoselova (Head of Department, Energy Forecasting Agency, Russia): presentation of the national policy making on the energy saving in gas sector
- Dr. George Safonov (Director of Division, Higher School of Economics, Russia): presentation of the mechanisms for methane emission reduction in gas sector, evaluation of the potential and economic benefits
- Mr. Vladimir Berdin (Senior Expert, National Methane Center, Russia): presentation of the experience in methane emission reduction projects in Russian gas sector
- Mr. Vsevolod Gavrilov (Head of Division, Sberbank, Russia): innovative instruments for financing methane emission reduction in gas sector: Sberbank experience
- Mrs. Jennifer Haverkamp (Head of International Department, Environmental Defense Fund, USA): presentation of the review of the international climate policy and its implications for the methane emission reduction in gas sector
- Ms. Annie Petsonk (International Council, Environmental Defense Fund, USA): presentation of the legal and institutional aspects of GHG emission regulation in the US and way for cooperation with Russia
- Mr. Jos Cozijnsen (Consultant, EDF, The Netherlands): presentation of the review of EU policy on methane emission reduction
- Mrs. Olga Gasan-zade (PointCarbon, Japan): presentation of the business perspectives for methane recovery and utilization, the role carbon market
- Dr. Samuel Sharap (Head of Division, Center for American Progress, USA): US-Russia

energy efficiency and energy saving cooperation and role of gas sector  
- Others (to be named later)

Discussion of the opportunities and obstacles for wide-scale methane emission reduction in the Russian gas sector will be organized as a Round Table on the 2nd day of the conference. We plan to discuss:

- Practical experience in the investment projects in Russian gas sector
- Implications of the climate change mitigation mechanisms to the gas sector
- Practical ideas for international collaboration by the Russian gas sector in methane emission reduction
- Technological solutions to reduction of methane losses in gas sector
- Environmental and other related issues

**1. Summary Page**

a. Project Title: Methane Recovery in the Russian Gas Sector: Capitalizing on Economic and Environmental Benefits

b. Applicant Information:

Environmental Defense Fund, Inc.  
257 Park Avenue South  
New York, NY 10010

Contact: Bryan Weigle, Project Manager  
Tel: (202) 572-3346  
Fax: (202) 234-6049  
bweigle@edf.org

Secondary Contact: Amanda Lichtenberg, Sr. Government Grants Officer.  
Tel: (212) 616-1213  
alichtenberg@edf.org

c. Funding Requested: Specify the amount you are requesting from EPA.  
\$699,839

d. Total Project Cost: Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.

Total Project Costs: \$699,839

Complimentary Funds: We have an additional \$100,000 grant from the Ford Foundation for complimentary work in Russia.

e. Project period:

Start date: 1 September 2009

End date: 28 February 2012

## 2. Narrative Proposal Work Plan

### a. Project Summary/Approach:

i. *Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated timeline for each task.*

Methane is one of the most important greenhouse gases (GHG) affecting the global climate system. Methane remains in the atmosphere for approximately 9-15 years and is over 20 times more effective in trapping heat in the atmosphere than carbon dioxide over a 100-year period and is emitted from a variety of natural and human-influenced sources. (<http://www.epa.gov/methane/>) Substantial anthropogenic emissions of methane are associated with the extraction, transportation, distribution and consumption of oil and gas.

The world's largest gas company is Russia's "Gazprom" Group. Gazprom owns the largest natural gas reserves in the world extracting approximately 550 billion cubic meters (bcm) of gas per annum. Gazprom's share of global and Russian gas production is 20 and 85 percent respectively.

Gazprom also owns the world's largest gas transmission system – the Unified Gas Supply-System of Russia—which stretches approximately 156.9 thousand km, and includes 268 compressor stations, 6 gas processing units and 24 underground storage units. Gazprom Group also services and maintains 80 percent (514.2 thousand km) of the national gas distribution pipeline infrastructure, and supplies over 300 bcm of gas to 79,750 population centers across Russia.

According to Russia's 4th National Communication to the United Nations Framework Convention on Climate Change (UNFCCC) its natural gas sector's fugitive and technological methane emissions reach about 125-130 mln t CO<sub>2</sub>-eq. per year. Gazprom contributes the largest share of these emissions.

Over the past decade a number of organizations, including U.S. EPA, have worked with the gas industry to promote cost-effective methane mitigation technologies and practices for all phases of its production cycle (processing, transmission and distribution) where methane emissions are associated with leaks, process venting, system malfunctions, and the like. Although substantial progress has also been made within the Russian gas sector to implement modern technologies that optimize the emissions reduction capabilities during the gas extraction, transportation and storage phases of the process, enormous potential still exists for further methane emissions prevention and reduction.

An example of the methane emissions reduction potential in Russia was demonstrated in a project initiated by the United States and Russia under the auspices of the UNFCCC's Activities Implemented Jointly (AIJ) pilot program in 1996-1997. The project "RUSAGAS: Fugitive Gas Capture Project" was aimed at the gas transportation system in one of the Russian provinces and could bring about reduction in the range of 30,955,750 t CO<sub>2</sub>-eq during its projected 28 years of project life. The RUSAGAS Fugitive Gas Capture Project reduces methane emissions in the natural gas transmission and distribution systems at two compressor stations through

implementation of a technical program to seal leaking valves. The compressor stations are located in Pallasovka and Saratov City. The developers anticipated that all 70 leaking valves at the Pallasovskaya compressor station, and 80 of the 120 leaking valves at the Storozhovka station, were sealed in January 1998. (More details at [http://unfccc.int/kyoto\\_mechanisms/aij/activities\\_implemented\\_jointly/items/1793.php](http://unfccc.int/kyoto_mechanisms/aij/activities_implemented_jointly/items/1793.php))

With current development and implementation of climate policy including post-2012 commitments and mechanisms for international cooperation in GHG emission reduction, the issue of using gas sector potential for methane emission reduction is becoming a higher priority both in Russia and globally.

The main objective of the project is to establish a reliable, cost effective system for monitoring and managing the Gazprom Group's methane emissions by using a system approach to management and the utilization of advanced economic mechanisms for attracting investment in technological improvements and modernization.

Russian gas industry's involvement in GHG emission reduction activities has been small and fragmented - mostly through participation in pilot projects rather than a system wide approach for emission monitoring and management which can develop a strategy for linking the energy and carbon market. Through this proposed project, Environmental Defense Fund and partners can seize on a window of opportunity within the Russian gas sector (with Gazprom) to define strategic vision of the corporate GHG emission management, and provide input into international climate policy making.

Specific tasks include:

1. Development and application of the Russia-specific methodological guidelines for methane emissions inventory implementation in Gazprom consistent with the international (UNFCCC, EPA) and Russian best practices and approaches. This task relates to filling the gap in methodological approaches to estimation of methane emissions applied in Russia and in US and Canada. The international (UNFCCC) methodology will be adjusted to national circumstances and tested in practice;
2. Conduct a pilot inventory of Gazprom's methane emissions on a regional scale (for the West-Siberian gas transportation network). This will be a first step towards obtaining real data on methane emissions using internationally adopted methodological approaches which would provide a basis for further analysis of the emission reduction measures;
3. Assess the potential for cost-effective methane emissions reductions at different stages of the gas production cycle (production, transportation and storage) and generate a list of recommendations. While there is a wide range of technological solutions that could be applied within Russian gas sector, we will focus on the most cost-effective ones. Our team has experience with gas distribution networks, identification of low-costs measures and implementing results for multiple economic and environmental benefits in the pilot Kaliningrad region in 1999.

4. Prepare recommendations for establishing a corporate methane emissions management system in Gazprom (at the regional pilot level);
5. Review and identify the most effective technological solutions for methane emissions reductions in the Russian gas sector;
6. Analyze the legal, regulatory and institutional conditions associated with the financial schemes for attracting investments to methane emissions reductions projects and programs (including carbon financing);
7. Organize and oversee two trainings of Russian gas experts on technological solutions for methane emissions reductions, inventories and financial mechanisms for capitalizing on the recovery potential. We will demonstrate methane recovery and use technologies and management practices to Gazprom's and other specialists. The trainings will cover:
  - methodological issues related to methane emission inventory based on UNFCCC guidelines
  - technological solutions for methane emission reduction in the Russian gas sector and internationally
  - project-based approaches to attract investments (including carbon market)
  - corporate strategies within the global carbon market

We envisage that the trainees will use their new skills towards the implementation of methane emission reduction activities in their regions and companies, as well as facilitate development of the carbon market in the Russian gas sector;
8. Organize and hold an international 2-day conference tentatively titled "Methane Emission Reduction in the Russian Gas Sector: Achieving Global, Gational and Local Benefits" in Moscow with 70-80 participants including representatives of gas industries, research institutes, carbon investors, policy makers, environmental NGOs, academics and other stakeholders.. We will involve speakers from Russia, US, EU, Japan and other countries. The main elements of the conference will include:
  - Presentation of the project findings
  - Review of the Russian climate change policy framework and use of flexible mechanisms
  - Review of Gazprom's strategy in the carbon market
  - Analysis and review of the international carbon market
  - Discussion of practical ideas for international collaboration by the Russian gas sector in methane emission reduction
9. Disseminate information on the project findings via a special web-site, printed materials, mass media. EDF agrees to develop a project website in English (and partly in Russian) that tracks project developments and outputs through the lifetime of the project. We intend to publish project findings in Russian and foreign peer-reviewed journals; prepare and print a brochure with a summary of project results (500 copies) for dissemination in Russia; organize interviews; briefings with

stakeholders; and participate in news events for TV, radio and Russian press as applicable.

10. Report to the EPA on a quarterly basis and upon completion. EDF agrees to enter the project into the Methane to Markets project database at: [www.methanetomarkets.gov/projects/index](http://www.methanetomarkets.gov/projects/index) and to keep this information up to date with the project website.

*ii. Description of the associated work products*

The associated work products to be developed under this project include:

- Country and sector-specific methodology for a methane emissions inventory consistent with international requirements and standards;
- Report on the methane emissions inventory at the pilot regional division of Gazprom;
- Review of the technological solutions for methane emission reduction and control;
- Report on the concrete near-term, cost-effective methane emission reduction measures, projects, programs;
- Recommendations on establishment of a corporate methane emission management system in Gazprom (on the pilot regional level);
- Raising awareness of the leading Russian gas experts, improving local expertise and knowledge, demonstrating methane emission reduction technologies and management practices;
- Web-site with all related materials on the project for further dissemination, exchange of views and expertise.
- Project findings to be published in Russian and foreign peer-reviewed journals; a brochure of project results (500 copies) for dissemination in Russia; participation in news events for TV, radio and Russian press as applicable.

*iii. Explanation of the project benefits to the public.*

The project benefits to the public and specifically the Russian gas sector include:

1. In-depth understanding of the methodological and information requirements to the methane emission management system;
2. Practical experience in creating a methane emission management system, finding technological and other solutions to reduce methane emissions, finding ways to attract investments into such activities (e.g. from the international carbon market), which can be further applied in all gas provinces of Russia (including independent gas producers);
3. Expected potential for methane emissions reductions that could be facilitated by our project in the pilot region is estimated to be at least 100-150 mln cubic meters per year (or 150,000-200,000 MTCO<sub>2</sub>e per year).;
4. The saving of natural gas due to reduced fugitive emissions will provide additional resources for the energy needs of local populations or industries. Currently, the gas losses covered by the tariffs are about 4-6%, while U.S. natural gas losses due to leakage are 1-2%.



## Timeline for project implementation.

	09.09	10.09	11.09	12.09	01.10	02.10	03.10	04.10	05.10	06.10	07.10	08.10	09.10	10.10	11.10	12.10	01.11	02.11	03.11	04.11	05.11	06.11	07.11	08.11	09.11	10.11	11.11	12.11	01.12	02.12
1. Methodological guidelines for methane emission inventory																														
2. Inventory of methane emissions																														
3. Recommendations on corporate methane emission management system																														
4. Review of the technological solutions																														
5. Identification of the potential for cost-effective methane emission reduction																														
6. Financial schemes for attracting investments																														
7. Trainings of the Russian gas experts																														
8. Final conference in Moscow																														
9. Dissemination of information																														
10. Quarterly Reporting to EPA																														

1. Gas is much cleaner fuel in comparison to coal and oil refinery products, which would be used otherwise. We will analyze potential environmental and health benefits of such emission reduction
2. If considered for implementation at a larger (whole of Russia) scale, the project will facilitate activities aimed at wider methane emissions reductions, and globally, the productive use of saved natural gas will reduce anthropogenic GHG emissions substantially. This is not only due to the high "global warming potential" of methane (21 to 1 in comparison to CO<sub>2</sub>) but as a substitution for a more carbon-intensive fuels, such as coal and oil.

*iv. Description of the roles of the applicant organization and partners.*

- Environmental Defense Fund (EDF) will coordinate all activities under the project, provide expertise on the economic, environmental, legal issues including its relevance to the international climate change regime and flexibility mechanisms, as well as co-finance the project;
- The partners will assume the following responsibilities:
  - VNIIGAZ (Gazprom's industrial research institute, <http://www.vniigaz.ru/ru/>) – to be responsible for collection of primary information for inventory, analysis of technological improvement and modernization opportunities, coordination of work with the pilot's regional divisions of Gazprom, etc.;
  - State University – Higher School of Economics (HSE, [www.hse.ru](http://www.hse.ru)) – to be responsible for offering recommendations for establishing a corporate methane emissions management system and economic assessment of the potential for cost-effective methane emissions reduction, trainings, dissemination of information and outreach;
  - Russian National Methane Center (NMC) (<http://www.cgazs.ru>) – to be responsible for the analysis of technological solutions for fugitive methane reduction.

Tasks	Roles of organizations
1. Methodological guidelines for methane emission inventory	EDF, VNIIGAZ, NMC
2. Inventory of methane emissions	EDF, VNIIGAZ, NMC
3. Recommendations on corporate methane emission management system	EDF, VNIIGAZ, NMC
4. Review of the technological solutions	VNIIGAZ, NMC
5. Identification of the potential for cost-effective methane emission reduction	EDF, VNIIGAZ, NMC, HSE
6. Financial schemes for attracting investments	EDF, HSE
7. Trainings of the Russian gas experts	EDF, VNIIGAZ, NMC, HSE
8. Final conference in Moscow	EDF, VNIIGAZ, NMC, HSE
9. Dissemination of information	EDF, VNIIGAZ, HSE
10. Reporting to EPA	EDF

*vi. Description of the applicant's organization and experience related to the proposed project.*

**Environmental Defense Fund** is a leading nonprofit organization representing more than 500,000 members. Since 1967, we have linked science, economics and law to create innovative, equitable and cost-effective solutions to society's most urgent environmental problems.

Environmental Defense Fund is dedicated to protecting the environmental rights of all people, including future generations. Among these rights are access to clean air and water, healthy and nourishing food, and flourishing ecosystems.

Guided by science, Environmental Defense Fund evaluates environmental problems and works to create and advocate solutions that win lasting political, economic and social support because they are nonpartisan, cost-efficient and fair.

Environmental Defense Fund has a long history of successful and superlative work in the Russian Federation on economic analysis of environmental and climate policies, market mechanisms for reducing greenhouse gas emissions, and promoting sustainable development.

We have a positive working relationship with key partner organizations and agencies in Russia, including leading governmental bodies, State Duma, Federal Council, Public Chamber under the President of Russia, Russian Chamber of Commerce, Russian Union of Industrialists and Entrepreneurs, as well as highly respected Russian economic think-tanks, such as the Institute for Transitional Economy, Russian Academy of National Economy, State University – Higher School of Economics, Moscow State University, Institute of Energy Studies, Energy Institute, etc.

A proposed methane emissions inventory of this nature, will require the modification of the UNFCCC and other methodologies to adapt to Russia's specific circumstances, which are distinct from the gas transportation systems in the US and Canada. For example, the estimation of gas leakage in Russia is determined through volume of gas transported through pipelines multiplied by a factor. However, the U.S. and Canadian estimation is based on accounting for pressure, length and time of the gas pipelines. There are other issues, such as the size and type of gas pipeline systems. In U.S. the pipelines are mostly a standard size, while in Russia many different types of pipes are used. We will, however, conduct the inventory within strict compliance of the rules and regulations of UNFCCC and other international institutions and governing bodies.

Environmental Defense Fund has measurable experience in identifying and implementing such modifications during our past appraisals of methodologies for fugitive methane emissions inventories within Russia's gas distribution networks. Our expertise may have been best demonstrated by our independent expert review of the former Russian electricity monopoly – RAO United Energy Systems of Russia.

The inventory was a unique, pioneering study of the thermal power industry in Russia and worldwide. The inventory was prepared at the initiative of RAO UESR. In undertaking the review, EDF and partner reviewers examined RAO UESR's methodology particularly in light of the Reference Approaches and "Good Practice" methodologies contained in the Revised 1996 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories: Reference Manual (hereinafter "Revised 1996 IPCC Guidelines")<sup>1</sup> and the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories (2000) (hereinafter "2000 IPCC Good Practice Guidance")

Our joint conclusion was that the emissions inventory presented by RAO UESR and the methodology and means of its implementation are consistent with the Revised 1996 IPCC Guidelines and could be considered as an example of Good Practice for calculating emissions from the electricity generation and heat sector.

Another important example of our work related closely to the Russian gas sector, was a pilot project implemented by our partner Russian Regional Environmental Center (RREC) with involvement of EDF experts and other specialists. This project "Support for Russian Gas Industry to participate in Kyoto mechanisms" was undertaken in 2003. The general goal of the Project was to help Russian gas companies find cost-effective solutions for methane emission control and attract carbon investments under the Kyoto Protocol flexibility mechanisms.

On the federal level, we collaborated with the nation-wide gas distributing corporation "Rosgazification" that owns stakes in all gas distribution networks in the country. On the local level, we selected Kaliningrad region (North-Western part of Russia) as a pilot testing site for implementation of our methodological guidelines and recommendations for emissions reduction.

The project results can be summarized as follows:

1. The methodological guidelines for estimation of the fugitive methane emissions in the gas distribution system of Russia were prepared.
2. A detailed review of the fugitive methane emission sources typical for the gas distribution sector was accomplished with substantial support from the partner-institution "GiproNIIgaz" (Saratov). We managed to identify all major sources of emissions, and options for reduction of methane leakage.
3. The implementation of the demonstration project in Kaliningrad region. We applied the comprehensive methodology for fugitive methane emission inventory, identified key sources of emissions in the regional gas networks, estimated the economic and carbon costs and benefits of a small scale gas leakage reduction project, and provided financing to emission reduction via substitution of the outdated sealing materials for the modern high-tech materials.

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<sup>1</sup> Published by the Intergovernmental Panel on Climate Change (IPCC), 1996. Available at <[www.ipcc.ch](http://www.ipcc.ch)>.

The project team found impressive benefits from this demonstration project in Kaliningrad City:

- Cost of the pilot project implementation was approximately \$25,000 in total;
- Reduction of fugitive methane emission was estimated as 3 mln cubic m or 40,000 tons of CO<sub>2</sub>-equivalent per year;
- The revenue from selling the saved volume of gas (3 mln cubic m) at the current (2008) domestic price of \$160 per 1000 cubic m, would provide approx. \$480,000 per year.
- The value of carbon emission reduction credits associated with the pilot project implementation could be estimated as \$400,000 per year (using the price of \$10/ton of CO<sub>2</sub>.)

After our study, this type of Joint Implementation projects became popular in Russia. For example, "Rosgazification" established a special daughter company, "Methane Center", that became a leader in developing JI Project Design Documents for such type of activities. By the end of 2008, there were 29 Russian JI projects aimed at reduction of fugitive methane emissions in gas distribution networks, amounting to about 50-60 mln t CO<sub>2</sub>-equivalent or approx. 80% of total expected carbon credits (ERUs) from the national JI projects.

To be fully aware of the local circumstances and practical issues specific to the Russian gas sector development, EDF will collaborate with a number of advanced Russian institutions and experts, including, but not limited to, the following partners:

- VNIIGAZ (Gazprom's industrial research institute);
- State University – Higher School of Economics (leading Russian institution in Kyoto Protocol flexibility mechanisms and carbon market research);
- Russian Methane Center (leading project developer in methane emission reduction in gas transportation and distribution systems)

EDF intends to work with experts, who specialize in the implementation GHG emissions inventories from the scientific research institutes of Russian Academy of Sciences, industrial experts from numerous organizations dealing with specific technological solutions for methane emissions reductions, as well as businesses and NGOs.

**VNIIGAZ** was established in 1948 by the Decree of the Council of Ministers of USSR. In 2001, VNIIGAZ became the scientific research center for the gas sector technologies and is now an organization of Gazprom company.

VNIIGAZ is the largest industrial research institute and includes scientific centers, labs, divisions, and project branches. There are over 1300 researchers and specialists working in the institute (over 200 PhD and 50 doctors of sciences). The institute has 170 patents (including 6 international patents) for inventions and models. VNIIGAZ provides coordination of scientific studies within large scale projects and

programs, undertakes scientific research, experimental and other works related to gas fields maintenance, gas extraction, transportation, storage, etc.

VNIIGAZ has been involved in development of the State General Scheme of Gas Industry Development in Russia by 2030, the Program for creation of unified gas extraction, transportation and supply system in Eastern Siberia and the Far East of Russia, and many other programs of such scale. The Institute has been actively participating in work of the International Gas Union, Committee on sustainable energy under EEC UN, Natural Gas Committee under the International Standards Organization.

**The State University - Higher School of Economics (HSE)** was established in 1992 on the initiative of renowned Russian economists (Evgeny Yasin, Yaroslav Kuzminov) and leading reformists from the Russian Government (Yegor Gaidar, Alexander Shokhin, and others). Its purpose is to promote economic and social reforms in Russia through 1) education of a new generation of researchers and practitioners, 2) production and dissemination of modern economic knowledge among Russian business and government, and 3) giving rise to new ideas for economic and social reforms and formation of new corporate strategies. The HSE is a new-type university project, conceived by professional community with support of the Russian state and business.

In 2003 the HSE became a member of the European University Association (EUA) and joined the Institutional Management in Higher Education (IMHE) programme of the Organization for Economic Cooperation and Development (OECD). The university actively participates in the EUA and IMHE projects aimed at enhancing the quality of university programmes, research and governance. In 2004, HSE carried out an Internationalization Quality Review and started working in the Quality Culture network on research management. HSE has 2187 professors and research workers from the sphere of business, research institutes, state governance bodies, 2253 administrative workers. HSE has its own Publishing house.

HSE has extensive experience in undertaking various international projects and programs as well as domestic scientific research works for the Russian governmental bodies and large businesses. HSE is a respectful institution involved in the climate change policy and Kyoto Protocol issues, both domestically and internationally. HSE experts are regular participants of UNFCCC COPs/MOPs. HSE was actively involved in the process of ratification of Kyoto treaty by Russia, providing sound economic arguments pro Kyoto, and further strengthening of Russian climate policy.

Regarding this project, HSE's role will be to facilitate involvement of the federal policy makers responsible for the climate change and energy policy into the project activities, organization of the international conference, participation in the project trainings, publications and support of the web-site.

**Russian National Methane Center** has outstanding and very valuable experience in developing carbon projects in the Russian gas sector.

There are above 20 PDDs in gas sector, that have been developed by NMC's experts, including, but limited to the following ones:

- Methane Emissions Avoidance in the Kaluga Gas Distribution Network
- Reduction of methane emissions in the gas distribution network of the Smolensk Oblast
- Methane Emissions Avoidance in Vologda Gas Distribution Network.
- Methane Emissions Avoidance in the Tver Gas Distribution Network
- Methane Emissions Avoidance in Belgorod gas distribution network.
- Reduction of methane emissions in the gas distribution network of the Republic of Bashkortostan
- Methane Emissions Avoidance in Stavropol Gas Distribution Network
- Methane Emissions Avoidance in Kursk gas distribution network, etc.

Total methane emission reduction expected from these projects is over 50-60 mln t CO<sub>2</sub>e for 2008-2012. PDDs of these projects are available on UNFCCC website ([http://ji.unfccc.int/JI\\_Projects/DeterAndVerif/Verification/PDD/index.html](http://ji.unfccc.int/JI_Projects/DeterAndVerif/Verification/PDD/index.html))

NMC's specialists will provide our team with the practical experience in attraction of carbon and other investments into methane emission reduction projects in gas sector, technologies for emission control, etc. We also expect their input to the analysis of technological solutions for fugitive methane reduction.

Budget and estimated funding amounts for each work component/task:

Activity/task	Cost estimate, US\$
1. Methodological guidelines for methane emission inventory	75,000
2. Inventory of methane emissions	85,000
3. Identification of the potential for cost-effective methane emission reduction	93,000
4. Recommendations on corporate methane emission management system	65,000
5. Review of the technological solutions	83,000
6. Financial schemes for attracting investments	50,000
7. Training of the Russian gas experts	65,000
8. Final conference in Moscow	59,000
9. Dissemination of information	58,600
10. Reporting to EPA	660,239
<b>Total</b>	<b>699,839</b>

*vii. Commitment to develop a project website in English that tracks project developments and outputs through the lifetime of the project.*

EDF agrees to take commitment to develop a project website in English (and partly in Russian) that tracks project developments and outputs through the lifetime of the project.

*viii. Commitment to enter the project into the Methane to Markets project database.*

EDF agrees to take commitment to enter the project into the Methane to Markets project database at: <[www.methanetomarkets.gov /projects/index](http://www.methanetomarkets.gov/projects/index)> and to keep this information up to date with the project website.

#### **b. Environmental Results—Outcomes and Outputs:**

The project outputs include the following main items:

- *Technical reports:*

- Methodological guidelines for methane emissions inventory
- Inventory of methane emissions in the pilot division of Gazprom
- Recommendations on corporate methane emission reduction and management system
- Review of the technological solutions
- Financial schemes for attracting investments
- Progress reports and a final report on the project

- *Feasibility and Pre-feasibility studies*

- Identification of the most cost-effective methane emission reduction options
- Pre-feasibility studies of potential JI projects in the pilot region

- *Information systems:*

- Database of methane emission sources and amounts of emissions in the pilot division of Gazprom
- Database on technological solutions for methane emission reduction
- Recommendations on a corporate emission reduction projects registry
- Web-site on the project findings, dissemination and exchange of information

- *Improved methane emissions estimates*

- In-depth inventory of methane emissions in the pilot division of Gazprom

- *Country-wide methane reduction program*

- Recommendations on corporate methane emissions reduction and management system

- *Trainings/ capacity building:*

- 2 trainings for the Russian gas experts



- *On-site visits:*
  - Visits and working meetings with the gas specialists in Moscow and the pilot region.
- *Conference:*
  - Final conference in Moscow for dissemination of the project findings with participation from various stakeholders. Presentations will be given covering all aspects of the project implementation. This presentations will include:

The Project Outcomes include:

- Demonstration of real and practical opportunities for reducing energy costs and economic growth supported by the implementation of regional and nation-wide activities on non-productive methane emissions reduction within the Russian gas sector.
- Provide examples of a more productive use of natural gas as a clean energy resource. Captured gas will be the substitute for the consumption of coal and oil refinery products, which are traditionally combusted in Russia without the use of scrubbers or pollution cleaning technologies. These examples will demonstrate how they can effectively facilitate improvement of local air quality.  
For example, according to recent EDF's estimates, reduction of pollution associated with use of saved 100-150 mln cubic meters of gas (comparing to coal) in Russia is as follows:
  - NOx – 1,300 tons
  - SO2 – 1,200 tons
  - PM – 400 tons
 We intend to demonstrate the environmental and climate benefits of methane emission reduction projects and program both at regional and national levels.
- Raising awareness of the policy makers (Russian Ministry of Energy, Ministry of Economic Development, Ministry of Natural Resources and Environment, Presidential Administration, etc.) on the importance of methane emission reduction for the goals of energy security, economic growth, environmental and climate policies.

#### **c. Past Performance: Programmatic Capability and Reporting on Environmental Results**

Environmental Defense Fund has a successful track record of completing and managing agreements through a history of collaboration across sectors. Individually and with partners, output and outcomes are measured and reported in accordance to agency guidelines on quarterly, semi annual and/or annual reporting basis discussing both process and outcome. As appropriate, questionnaires are given to meeting, workshop and/or pilot project participants (often producers of livestock

and crops); digital photographs are submitted to document restoration or other habitat management practices; Microsoft project management software is utilized; logic frame works are developed; scientific papers are peer reviewed.

Environmental Defense Fund links planning, budgeting and forecasting processes to manage accounting and programmatic requirements. A culture of accountability and transparency is maintained with independent auditors and experienced board member involvement. For decades, our internal control structures have successfully implemented FASB and GAAP rules for Not-for-Profit financial and accounting management. Environmental Defense Fund has a long history of producing timely and accurate financial statements, invoices and reports as well as oversight for internal controls and management. Below is a list of federally funded assistance agreements and cooperative partnerships that Environmental Defense Fund has successfully managed.

1). *Environmental Capacity Building in the Newly Independent States, EPA cooperative agreement #X4-8319930 (2005-2009)*

EDF successfully managed the project deliverables to strengthen Russia's capacity to set environmental priorities through comparative environmental risk assessment and economic analysis. The project was executed through the education (based on the USEPA's own experience with air pollution regulation) and training of local Russian experts to perform air pollution health risk analyses. This was accomplished by sharing analytical tools used in the US, namely USEPA air dispersion models, and cost-benefit analyses and allows representatives at the federal, oblast, and municipal levels to manage Russia's environmental problems. We conducting a number of health risk analyses using locally collected data, disseminating the results at a series of workshops across Russia. EDF also developed this curriculum which was published as a textbook on health risk assessment and management for Russian policy makers. The result of these efforts was the enactment by the Russian Duma (federal legislature) of risk assessment guidelines that establishes Risk Assessment as the key regulatory control for environmental quality standards affecting residential areas in Russia.

The second stage of this project involves similar capacity-building efforts in Ukraine, and will be closed out shortly. EDF has met all project deliverables, submitted all quarterly reports in a timely manner, and will submit its final technical report within a month of the writing of this proposal.

2) *Joint project by EDF and Center for Project Preparation and Implementation (CPPI) Independent expert review of the GHG emission inventory by RAO United Energy Systems of Russia (RAO UESR) was done in 2000-2001.*

RAO UESR is one of the world's largest electricity companies, but the world's largest single corporate emitter of greenhouse gases (GHG). RAO UESR voluntarily developed an inventory of GHG emissions from thermal power plants and boilers for 1990-2000. According to RAO UESR estimates, its GHG emissions

in CO<sub>2</sub> equivalent terms declined from 710 million metric tons in 1990 to 493 million metric tons in 2000. RAO UESR's emissions level is globally significant and constitutes about 30% of total Russian CO<sub>2</sub> emissions.

The IER examined the inventory methodology, taking into account various methodologies or practices for GHG emissions inventory preparation in the electric power sector. In undertaking the review, the reviewers examined RAO UESR's methodology particularly in light of the Reference Approaches and "Good Practice" methodologies contained in the Revised 1996 Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories: Reference Manual (hereinafter "Revised 1996 IPCC Guidelines")<sup>2</sup> and the IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories (2000) (hereinafter "2000 IPCC Good Practice Guidance")

The IER concluded that RAO UESR's GHG emission inventory is a unique and pioneering study both in Russia and worldwide, that the methodology and its implementation are an example of the best practices in this area that can be recommended for use by power companies.

3) EDF grant from Foreign and Commonwealth Office, Global Opportunities Fund Bali Roadmap for Russia: Macroeconomic assessment of policy options to reduce post-2012 carbon emissions (started in August 2008)

The project goal is to provide key Russian policy-makers with the economic analysis and policy options necessary to properly inform Russia's national, long-term, post 2012 emissions reduction strategy (consistent with the overall Annex I Parties' goal of 25-40% emissions reduction by 2020).

We have been working on the following major project tasks:

- The advanced macroeconomic model to be available for long-term forecasting of carbon emissions and assessment of carbon reduction policy options in Russia
- Detailed policy scenarios allowing Russia to reach the overall Annex I Parties' goal of 25-40% carbon emission reduction, as stated in the Bali agreement on future commitments of the Parties (December 2007)
- An economic assessment of policy options for emission reductions, justifying the economic rationale for active climate policy in Russia
- Recommendations for the key policy makers on the long-term climate policy implications and ways to reduce GHG emissions and determine Russia's post-2012 commitment, including Roshydromet, Ministry of Economic Development and Trade, Ministry of Industry and Energy, as well as the expert society, NGOs, businesses, and other stakeholders

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<sup>2</sup> Published by the Intergovernmental Panel on Climate Change (IPCC), 1996. Available at <[www.ipcc.ch](http://www.ipcc.ch)>.

Our Russian partner institutions include:

- Institute of Transitional Economy (Gaidar's Institute);
- Academy of National Economy;
- Higher School of Economics;
- Krzhyzhanovsky's Institute of Power Engineering
- Energy Efficiency Center, etc.

Findings of this project will be incorporated into the policy making on post-2012 climate change commitments of Russia.

*4) Environmental Defense provided expertise towards the project "Support for Russian Gas Industry to participate in Kyoto mechanisms" (the project was funded by the UK Global Opportunities Fund to RREC) Yura Safonov, our lead consultant in Russia, will incorporate lessons learned into our proposed project.*

The general goal of the Project was to help Russian gas companies in finding cost-effective solutions for methane emission control and attract carbon investments under the Kyoto Protocol flexibility mechanisms.

On the federal level, there was collaboration with the nation-wide gas distributing corporation "Rosgazification". On the local level, we selected Kaliningrad region (North-Western part of Russia) as a pilot ground testing site for implementation of our methodological guidelines and recommendations for emissions reduction.

Prevention of fugitive methane emissions through reduction of natural gas leakage in the gas distribution sector would avoid a range of negative impacts, including:

- *economic impacts* – direct losses of economic benefits from leakage of natural gas; improper pricing of natural gas in the domestic market; inefficient use of the basic natural resource;
- *energy sector impacts* – inefficient natural gas consumption; limitation of gas supply, especially in the long-run;
- *social impacts* – the natural gas leakage is paid for by the population, that especially affects the well-being of poor groups of population;
- *environmental impacts* – leakage of gas affects the local environmental problems, related to negative impacts on the global climate; increasing the risk of natural gas blow accidents; limitation of gas supply leads to the shift to coal and fuel oil consumption resulting in growing environmental pollution.

The Project implementation led to the following main outcomes:

- Review of the international and domestic methodologies on fugitive methane emission estimation and control in natural gas sector of Russia;
- Preparation of the recommendations for methodological guidelines for fugitive methane emission estimation in gas distribution systems of Russia;
- Practical testing of the methodological guidelines for estimation of the fugitive methane emissions in Kaliningrad City gas distribution networks (Western Russia);



Accommodation in Russia	40	200	4,000	2,000	2,000	8,000
<b>Total Travel</b>			<b>14,000</b>	<b>10,000</b>	<b>10,000</b>	<b>34,000</b>

### **3). Contractual Services: \$325,000**

These expenses will cover the fees for our local experts stationed in Russia, who will provide the expertise and support to develop methodological guidelines for methane emissions reductions at Gazprom, conduct a pilot inventory of Gazprom's methane emissions, assist with the training of gas experts on technological solutions for methane emissions reductions and assist Georgy Safonov, project coordinator in Russia, with the dissemination of the results to various stakeholders and the media within the country.

Description	Assumptions	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
V. Berdin	Develop methodological guidelines	10,000	10,000	5,000	25,000
A. Kokorin	Technical expertise on emissions inventory	10,000	10,000	5,000	25,000
D. Besedovskaya	Environmental Impact Assessment	15,000	15,000	7,500	37,500
A. Bondarenko	Financial scheme specialist	15,000	15,000	7,500	37,500
G. Safonov	Coordination of project within Russia	50,000	50,000	25,000	125,000
J.Safonova	Methodological guidelines/dissemination	10,000	10,000	5,000	25,000
Yu.Vlasov	Pre-feasibility study of pilot project	20,000	20,000	10,000	50,000
<b>Total Professional Fees:</b>		<b>130,000</b>	<b>130,000</b>	<b>65,000</b>	<b>325,000</b>

### **4) Indirect Charges**

The approved indirect cost rate is .2892 for a total amount of **\$89,693.88** and is applied to the base amount of **\$310,144.81**. The base amount is comprised of the total direct cost of the project less **\$300,000** for exclusions in professional fees (**\$125,000**) and Grants/Passthroughs (**\$175,000**). The indirect rate charge accounts for costs that include printing, telecommunications, postage and delivery, information technology, equipment and supplies, media services, accounting services, and overhead.

<b>TOTAL DIRECT COSTS</b>	<b>237,883.63</b>	<b>246,077.81</b>	<b>126,183.36</b>	<b>610,144.81</b>
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#### **Exclusions:**

Grants & Passthroughs	65,000.00	77,500.00	32,500.00	175,000.00
Professional fees	50,000.00	50,000.00	25,000.00	125,000.00

#### **DIRECT COSTS**

#### **SUBJECT TO INDIRECT**

<b>COST RATE</b>	<b>122,883.63</b>	<b>118,577.81</b>	<b>68,683.36</b>	<b>310,144.81</b>
Indirect Costs Rate**	0.2892	0.2892	0.2892	0.2892
Indirect Cost Expense	35,537.95	34,292.70	19,863.23	89,693.88

### **4) Other**

The costs included in this budget category are comprised of funds to support the activities of our two partner organizations, Vinigaz (research arm of Gazprom), and the Higher School of Economics. Vinigaz (**\$100,000**) will play a major role in the development of the methodological guidelines for methane emissions inventories,

and help to conduct the training sessions for the gas experts. The Higher School of Economics (**\$75,000**) will contribute to the assessments of the financial schemes, and will be the primary organizer of the final 2-day conference in Moscow. Other costs that will contribute to the completion of the project are expenses for the creation and printing of brochures and other materials for the purposes of dissemination, and expenses for the translation of printed materials into Russian and English and interpretation at the final conference in Moscow.

Description	Assumptions	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
VNIIGAZ-Gazprom	Methodology Development	40,000	40,000	20,000	100,000
Higher School of Economics	Organize Conference	15,000	15,000	45,000	75,000
<b>Total Grants/Passthroughs</b>		<b>55,000</b>	<b>55,000</b>	<b>65,000</b>	<b>175,000</b>

Below is a breakdown of the estimated costs for the conference, printed materials, and translation to be paid with funds through HSE.

**Cost of Final Conference in Moscow**

- Airfare – 20 x \$800 roundtrip	\$16,000
- Rail – 10 x \$300 roundtrip	\$3,000
- Per Diem – 30 people x \$50 per person x 3 nights	\$4,500
- Hotel – 30 people x \$239 per night x 3 nights	\$21,500
	<u>\$45,000</u>

**Printing/Translation**

Description	Year 1 Total	Year 2 Total	Year 3 Total	Total Expense
Translation	5,000	5,000	5,000	15,000
Printing	5,000	3,750	1,250	10,000
<b>Total</b>	<b>10,000</b>	<b>8,750</b>	<b>6,250</b>	<b>25,000</b>

**Complimentary Funding** In line with the goals of the international Methane to Markets Partnership, Environmental Defense Fund has received \$100,000 in foundation grants to advance cost-effective, near-term methane recovery and use as a clean energy source through a complimentary project in Russia called "Economic Benefits for Community Development and Community Development in Environmental Improvements in Russia." This project will reduce greenhouse gas emissions, enhance economic growth, promote energy security, and improve the environment. The project provides analytical and practical support to help create the institutional capacity for the wide-scale implementation of projects and programs aimed at community development and environmental improvements by using the local biofuel resources instead of fossil fuels for residential energy supply.

**4. Resumes and Letters of Support included as separate attachments.**

### 3. Detailed Budget Narrative

In addition to the SF 424A, please provide specified total costs of the project in U.S Dollars. Applicants must itemize costs related to personnel, travel, equipment, supplies, other direct costs, and total costs.

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

### 4. Attachments. These are not included in the 20-page limit.

**a. Resumes.** Provide resumes or curriculum vitae for all principal investigators and any other key personnel.

**b. Support Letters.** Specifically indicate how the supporting organization will assist in the project and in the case of work with a specific foreign government entity, include support letters from relevant government agencies.

### D. Can funding be used for the applicant to make subawards acquire contract services or fund partnerships? (Applicable to US selected applicants only).

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate (**Note these requirements do not apply in the case of applications by sovereign foreign government entities**). Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to



the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**E. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement? (Applicable to US selected applicants only).**

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

#### **F. Submission Dates and Times**

The deadline for receipt of hard copy proposal packages is **Thursday, March 5, 2009 at 4:00 p.m., EST**. All electronic (emailed) and hard copies of proposal packages must also be received by **4:00 p.m., EST on March 5, 2009** in order to be considered for funding. Proposals submitted electronically via Grants.gov must also be received by **grants.gov by 4:00 p.m., EST on March 5, 2009**. Proposals received after the closing date and time will not be considered for funding.

Final (full) grant applications will be requested only from those eligible entities whose proposals have been tentatively selected for award. Additional instructions for final application packages will be provided when the applicant is notified of the tentative selection.

#### **G. Confidential Business Information (Applicable to US selected applicants only).**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal/application as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals/applications or portions thereof that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204 (c) (2) prior to disclosure. Note that under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

## H. Pre-Proposal Assistance and Communications

Consistent with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA's Methane to Markets Partnership staff are available to provide appropriate pre-proposal assistance to potential applicants interested in competing for this assistance agreement. The assistance may include helping potential applicants determine whether the applicant itself or the applicant's proposed project is eligible for funding, answering questions from potential applicants about administrative issues relating to the submission of a proposal, and responding to requests for clarification of the announcement.

Potential applicants can find additional information on this request for proposals at USEPA's Methane to Markets website at: [www.epa.gov/methanetomarkets](http://www.epa.gov/methanetomarkets). Potential applicants are also encouraged to contact the following experts by phone or email to obtain pre-proposal assistance:

- Landfills: Rachel Goldstein, (202) 343-9391, [goldstein.rachel@epa.gov](mailto:goldstein.rachel@epa.gov)
- Animal Waste Management: Kurt Roos, (202) 343-9041, [roos.kurt@epa.gov](mailto:roos.kurt@epa.gov)
- Coal Mines: Pamela Franklin, (202) 343-9476, [franklin.pamela@epa.gov](mailto:franklin.pamela@epa.gov)
- Oil and Gas Systems: Roger Fernandez, (202) 343-9386, [Fernandez.roger@epa.gov](mailto:Fernandez.roger@epa.gov)
- Overarching M2M Projects: Henry Ferland, (202) 343-9330, [ferland.henry@epa.gov](mailto:ferland.henry@epa.gov)

**Methane to Markets Staff will not discuss draft proposals, provide informal comments on draft proposals, or provide advice to potential applicants on how to respond to the RFP.**

Potential applicants are responsible for the content of their proposal, and for ensuring that their proposal is submitted as specified in Section IV of the announcement. Receiving information from EPA does not guarantee funding.

## V. PROPOSAL REVIEW INFORMATION

Only those proposals that meet the threshold criteria in section III will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their proposal submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

### A. Evaluation Criteria

Criteria	Points
<p><b>1. <u>Project Summary/Approach:</u></b> Under this criterion, the Agency will evaluate the following factors: <b>(i) (13 pts)</b> the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing all of the requirements in <b>Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs)</b>, <b>(ii) (12 pts)</b> the extent and quality to which the proposal's goals are realistic and will be actually implemented by project end, <b>(iii) (4 pts)</b> whether the proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project(s), <b>(iv) (6 pts)</b> whether the proposal includes a commitment to develop a project website and to utilize the Methane to Markets project database to track project progress.</p>	35
<p><b>2. <u>Environmental Results—Outcomes and Outputs:</u> (15 Pts)</b> Extent and quality to which the proposal describes the evaluative component of the project, including how the applicant's success in achieving the expected project outcomes and outputs, <u>including those identified in Section I</u>, will be tracked and measured and, <b>(5 Pts)</b> whether the results are estimated in terms of <i>metric tons carbon dioxide equivalent</i> (MTCO<sub>2</sub>e).</p>	20
<p><b>3. <u>Past Performance--Programmatic Capability and Reporting on Environmental Results:</u></b> Under this criterion, the Agency will evaluate the applicant's <b>technical ability</b> to successfully complete and manage the proposed project taking into account the applicants: <b>(i) (7 pts)</b> past performance in successfully completing and managing federally and/or foreign equivalent funded assistance agreements (assistance agreements include federally and/or foreign equivalent grants and cooperative agreements but not federally and/or foreign equivalent contracts) <b>similar</b> in size, scope, and relevance to the proposed project performed within the last 3 years, <b>(ii) (7 pts)</b> history of meeting reporting requirements under federally and/or foreign equivalent funded assistance agreements (assistance agreements include federally and/or foreign equivalent grants and cooperative agreements but not federally and/or foreign equivalent contracts) <b>similar</b> in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports or the equivalent under those agreements, and <b>(iii) (6 pts)</b> past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under federally and/or foreign equivalent funded assistance agreements (assistance agreements include federally and/or foreign equivalent grants and cooperative agreements but not federally and/or foreign equivalent contracts) <b>similar</b> in size, scope and relevance to the proposed project within the last 3 years; and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</p>	20

<p><b>NOTE:</b> In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). <u>Applicants with no relevant or available past performance or reporting history will receive a neutral score for those elements under this criterion. A neutral score is half of the total points available in a subset of possible points. If you do not provide any response for these items, you may receive a score of 0 for these factors.</u></p>	
<p><b>4. Staff Expertise/Qualifications:</b> (i) (8 pts) Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project , (ii) (7 pts) and description of the applicant's organization and experience relating to the proposed project.</p>	15
<p><b>5. Budget/Resources:</b> (i) (5 pts) Whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes, (ii) ( 5 pts) whether the budget includes any leveraged funding or matching funds or activities to demonstrate additional commitment to the proposed activities.</p>	10

**B. Review and Selection Process**

Each proposal will be evaluated by a review team using the evaluation criteria described above. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

**C. Other Factors**

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

**VI. AWARD ADMINISTRATION INFORMATION**

**A. Award Notices**

Following evaluation of proposals, all applicants will be notified regarding their status.

**Proposal Notifications.**

a. EPA anticipates notification to the *successful* applicant will be made, via telephone, electronic or postal mail by April 29, 2009. The notification will advise the applicant that its Proposal has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance. The notice shall require submission of a Final Application. (*Refer to Section IV (B), Content and form of Application Submission*)

This notification, which advises that the applicant's proposal has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

b. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by April 29, 2009. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

**B. Administrative and National Policy Requirement**

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

[http://www.epa.gov/oqd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/oqd/AppKit/applicable_epa_regulations_and_description.htm).

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.

**C. DUNS Number**

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

**D. Reporting Requirement**

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final report shall be completed within

90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

**E. Disputes**

Assistant agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at:

[http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005\\_register](http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register)

**F. Non-profit Administrative Capability**

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards

([http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

**VII. AGENCY CONTACTS**

For further information, contact:

U.S. Environmental Protection Agency  
ATTN: Henry Ferland (Mail Code: 6207J)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
[ferland.henry@epa.gov](mailto:ferland.henry@epa.gov)  
Phone: (202) 343-9330

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage: [http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html).

**VIII. Appendix – Common Questions from Previous Methane to Markets Solicitations**

**1. Are private companies (for-profit) eligible to receive this grant?**

**No**, for-profit companies are not an eligible entity to submit a proposal for this announcement. Please refer to Section III Part A "Eligible Entities" of this announcement for further information.

**2. Are multilateral organizations eligible for this grant?**

**Yes**. Multilateral organizations are eligible to receive assistance through this RFP and are encouraged to submit proposals.

**3. Are international governments eligible for this grant?**

**Yes**. Non-U.S. government entities (international organizations) are eligible to receive assistance through this RFP and are encouraged to submit proposals. Foreign Government entities at the national, regional, local and municipal levels are all eligible. Please refer to Section III Part A "Eligible Entities" of this announcement for further information.

**4. Are international companies that are wholly state-owned and run entities eligible to receive funding under this grant?**

**It depends**. If they are run as "for-profit" entities they would be considered *ineligible* under this solicitation. For example, this means entities such as PEMEX of Mexico and PetroBras of Brazil are **not** eligible

**5. Can work be conducted in countries that are not one of the listed Methane to Market Partner countries?**

**Yes**. However, the country must be in the process of applying to join Methane to Markets. The current list of eligible countries is:

- Argentina
- Brazil
- Chile
- China
- Colombia
- Ecuador
- India
- Kazakhstan
- Korea (Republic of)
- Mexico
- Mongolia



- Nigeria
- Pakistan
- Philippines
- Poland
- Russia
- Thailand
- Ukraine
- Vietnam

For information on additional countries that might be applying to join Methane to Markets, check with Henry Ferland with the Methane to Markets Administrative Support Group at + 1 (202) 343-9330 or [ferland.henry@epa.gov](mailto:ferland.henry@epa.gov).

**6. Are Only M2M country partners eligible?**

**No. Eligible entities are listed in Section III, Part A 'Eligible Entities' of this announcement.**

Proposals will be accepted from States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions.

**As stated in section I, Scope of Work of the announcement, EPA seeks project proposals** from eligible entities interested in supporting the goals of the Methane to Markets Partnership.

This solicitation is specifically for activities and projects that support methane capture and use projects in Methane to Markets developing countries and countries with economies in transition (EITs).

**7. Are activities or projects completed in the U.S. eligible for this grant?**

**No.** This grant is specifically for activities and projects that support methane capture and use projects in developing countries and countries with economies in transition (EITs). Please note however that U.S. eligible entities undertaking activities to support methane projects in developing countries and EITs are can submit proposals. *Projects and activities focused on promoting methane projects within the U.S. are not within the scope of this RFP and will not be considered.*

Although this RFP does not focus on domestic methane projects, EPA has very active voluntary programs to promote methane capture and use projects within the U.S. in each of the four methane sectors. For more information on US domestic methane programs please visit the sites indicated below.

<b>Sector</b>	<b>US EPA Program</b>	<b>Website</b>
Animal Waste Management	AgSTAR Program	<a href="http://www.epa.gov/agstar/index.html">http://www.epa.gov/agstar/index.html</a>
Oil and Gas	Natural GasSTAR	<a href="http://www.epa.gov/gasstar/index.htm">http://www.epa.gov/gasstar/index.htm</a>
Coal Mines	Coal Mine Methane Outreach Program	<a href="http://www.epa.gov/cmop/index.html">http://www.epa.gov/cmop/index.html</a>
Landfills	Landfill Methane Outreach Program	<a href="http://www.epa.gov/lmop/index.htm">http://www.epa.gov/lmop/index.htm</a>

**8. Are projects to promote methane capture and use projects from sources other than the four identified in the RFP eligible for funding? For example would a project or activity that promoted to capture methane capture and use from waste water be eligible for funding?**

**No.** Only projects or activities that promote methane capture from the sources sited in the RFP (methane from digestion of animal waste and food processing wastes, coal mines, landfills, and oil and gas systems) are eligible and would be considered for funding. For example projects or activities that promote methane capture and use from waste water are outside the scope of this RFP and will not be considered.

**9. Can this solicitation provide funding for capacity building to support the design of Clean Development Mechanism (CDM) projects under the Kyoto Protocol?**

Since the U.S. is not a Party to the Kyoto Protocol, US government funds cannot be used for explicit implementation of the Protocol. This would include funding any CDM related elements of the project development process or contributions to the special funds set up as part of the Kyoto Protocol. The Methane to Markets Partnership, however, is intended to complement and not be a substitute for the Kyoto Protocol. EPA funds can be used for capacity building and project development support, including the identification and development of methane recovery and use opportunities. EPA recognizes the possibility that non U.S. government entities involved with projects supported through the Methane to Markets Partnership may independently pursue their inclusion in the CDM.

**10. Can development of Environmental Impact Assessments be part of the proposal for funding?**

Please refer to the Scope of Work outlined in the announcement

**11. How many grants will be awarded and how much money is available under**

***this RFP?***

EPA anticipates up to up to forty awards ranging in value from approximately \$100,000 to \$700,000, subject to the availability of funds and quality of evaluated proposals.

***12. What is the largest project budget that will be considered under this RFP?***

The awarded grants will range from \$100,000 - \$700,000 and will have a project period of 1-3 years. EPA will not consider proposals that exceed the \$700,000 limit. Please see the budget example below for more information.

***13. Will EPA approve partial funding for a proposal?***

Yes. EPA may award the partial funding to maximize the number of awards. Thus **accurate and detailed budget sheets are extremely important** to enable reviewers to fully understand the costs of discrete elements in each proposal and thus enable potential approval of parts of a given application. In cases of partial funding, a revised scope of work (and budget) would have to be submitted and approved prior to final approval of an award.

***14. Can I submit more than one proposal?***

**Yes.** You may submit as many project proposals as you wish. All proposals will be reviewed individually and based on their own merit, not as a part of a group of proposals.

***15. How will the proposals be reviewed and selected?***

EPA and will evaluate all eligible proposals that have been submitted using the criteria listed in the RFP and given a numerical score, with a total of 100 points possible. The criteria and possible number of points associated with each criterion are:

REVIEW CRITERIA	MAXIMUM POINT SCORE
Project Approach	35
Environmental Results—Outcomes and Outputs	20
Past Performance— Programmatic Capability and Reporting on Environmental Results	20
Staff Expertise/Qualifications	15
Budget/Resources	10
<b>TOTAL</b>	<b>100</b>

Please review Section V of the RFP for more detailed information on what these criteria mean, and for more information on the review process. **Applicants should directly and explicitly address these criteria as part of their proposal submittal.**

**16. Are matching funds required as a part of the proposal?**

**No.** Having matching funds as a part of the proposal is not a requirement for this RFP and all projects regardless of whether matching funds or in-kind resources are included will be reviewed and assessed. Please note however that *cost effectiveness* is listed as a key criteria for selection and having matching funds may improve the score of a proposal under this selection criteria.

**17. What is the deadline for submitting a proposal?**

The closing time and date for receipt of proposals under this announcement is **March 5, 2008, by 4:00 p.m. Eastern Standard Time(EST)** for paper and email delivery applications, and **by 11:59 p.m. EST on March 5, 2008 for applications submitted through Grants.gov.** Proposals received after this time and date will not be considered.

**18. How competitive was the process last year?**

83 applications were submitted in response to last year's grant solicitation. Of these, approximately 20% were either fully or partially funded. A list of grantees awarded funding through last year's solicitation is available.

**19. Where can I find form SF 424A?**

This form and all other necessary forms for applying are available on the EPA M2M Grants page at: [www.epa.gov/methanetomarkets/pdf/app\\_materials.pdf](http://www.epa.gov/methanetomarkets/pdf/app_materials.pdf) or <http://www.epa.gov/ogd/forms/forms.htm> or [www.grants.gov](http://www.grants.gov)

**20. What is the Catalog of Federal Domestic Assistance Number for this Proposal?**

It is listed on the title page of the announcement: CFDA #: 66.034

**21. Do all subcontractors need to be listed in a proposal?**

**Guidance for this may be found in Section IV. E of the announcement**

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past

performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

**22. Do foreign applicants have to include a U.S. Subcontractor in their proposal?**

No. U.S. Subcontracts are not required.

**23. Are Employee Identification Numbers (EIN) and DUNS numbers required and how do I obtain one if I don't have one?**

An EIN number is not required of international applicants. A DUNS number is required and Section VI .C of the announcement provides guidance on obtaining one.

**24. Can you review our ideas in a pre-proposal?**

**A) No,** EPA cannot provide pre-proposal review to Applicants or potential Applicants.

**B) However, we do encourage you to contact U.S. EPA sector experts to discuss your idea prior to submitting an application.**

i) Landfills: Rachel Goldstein, (goldstein.rachel@epa.gov), (202) 343-9391

- ii) Animal Waste Management: Kurt Roos, (roos.kurt@epa.gov), (202) 343-9041
- iii) Coal Mines: Pamela Franklin, (franklin.pamela@epa.gov), (202) 343-9476
- iv) Oil and Gas Systems: Roger Fernandez, (fernandez.roger@epa.gov), (202) 343-9386

Overarching Methane to Markets Projects: Henry Ferland, (ferland.henry@epa.gov), Administrative Support Group, (202) 343-9330.

***25. Is there a maximum amount of projects to be selected by country?***

No. Each proposal will be evaluated by the criteria in Section V of the announcement.

***26. Our organization would like to work in two areas: Oil & Gas and Landfill. Should we, submit one joint proposal for funding or submit two separate proposals?***

**This is up to you.** You can do whatever you prefer. If you prepare them separately or as a combined proposal, they will be reviewed independently from a sector perspective. Also, if we would like to approve a project in one sector but not the other, we can partially approve the grant just for that sector. If you do combine the sectors in one proposal, please make a clear distinction in the narrative and the budget proposal.

***27. Please define indirect costs and direct costs and management fees? Also what are EPA approved costs?***

**A discussion of management fees can be found at section IV.C.3 of the announcement.** Additional guidance on indirect costs can be found at: [www.epa.gov/ogd/recipient/sample1.htm](http://www.epa.gov/ogd/recipient/sample1.htm)

***28. What is the maximum that can be charged for Consultants?***

The Limit for consultants is \$571.12 per day and \$71.39 per hour.

***29. Will there be other project funding opportunities under the Methane to Markets Partnership?***

Any future project funding opportunities that arise under the Methane to Markets Partnership will be listed on the Partnership website at: <http://methanetomarkets.org/resources/general/index.htm>

***30. How can I learn more about the Methane to Markets Partnership and future project funding opportunities?***

Up-to-date information about the Methane to Markets Partnership is available at

[www.methanetomarkets.org](http://www.methanetomarkets.org) . If you would like to receive email updates on funding opportunities related to methane capture and use projects and other more information about the Partnership please join the Methane to Markets Partnership Network on-line at: <http://methanetomarkets.org/partners/network/joinNetwork.aspx>

**31. Does the Form 424 apply to international organizations?**

YES

**For a complete list of questions and answers regarding the Methane to Markets Partnership, please visit:**

<http://www.epa.gov/methanetomarkets/faq.htm>

**Appendix II. Budget Sample**

**Budget:** Provide a detailed itemized budget application using the **example** below, justifying the expenses for each of the following categories being performed within the grant/project period. Indicate what portion of the cost will be funded by EPA grant, and what portion will be paid by the applicant or other partners. Break out budget by year for total project period.

**Budget Details Sample (Note: Applicant values can be zero for everything unless applicant is providing some matching funding or services):**

**1. Personnel:**

Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds.

For example:

	<b>EPA Grant</b>	<b>Applicant</b>
• Project Manager @ \$0/wk x 12 weeks =	\$0	\$0
(or)		
• Engineer @ \$0/hr x 40 hrs/wk x 12/wks =	\$0	\$0
• Website designer @\$0/hr x 200 hrs =	\$0	\$0
• Project Assistants (2) @ \$0/hr x 40 hrs/wk x 15 wks	\$0	\$0
<b>Total =</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**2. Fringe Benefits:**

Indicate all mandated and voluntary benefits to be supplemented with these funds.

For example:

	<b>EPA Grant</b>	<b>Applicant</b>
* Insurance-		
1 Full Time Employee @ \$0/month x 12/months	\$0	\$0
<b>Total =</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

### 3. Travel:

Indicate number of individuals traveling, destination, number of trips, and reason for travel.

For example:

	<b>EPA Grant</b>	<b>Applicant</b>
* Site Visit		
Local Travel Mileage - 1000 miles x \$0=	\$0	\$0
*Strategic Meeting with Co-applicants		
Air Fare for 1 person to location =	\$0	\$0
Per diem for 2 days @ \$40/day for 1 person =	\$0	\$0
Hotel for 1 night for 1 person =	\$0	\$0
<b>Total =</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

### 4. Equipment:

Identify items to be purchased such as air quality related instruments used in support of work plan objectives. Provide an estimated cost for each item. Make sure you can support your cost estimate. Note if the piece of equipment costs more than \$5000, EPA has additional requirements for designating who will own the equipment after the conclusion of the grant.

For example:

	<b>EPA Grant</b>	<b>Applicant</b>
* type of equipment @ \$7,000/each	\$0	\$0
<b>Total =</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

### 5. Supplies:

Indicate any items to be purchased that will be used in support of project workplan objectives.

For example:

	<b>EPA Grant</b>	<b>Applicant</b>
* 50 DOC and anti-idling pamphlets for community members @ \$2 each	\$0	\$0
*Copying and postage costs	\$0	\$0
2 computers	\$0	\$0
Printer	\$0	\$0
<b>Total =</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

### 6. Contractual:

Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Please note that contracts must be competed in accordance with 40 CFR 30.44 or 31.36, as applicable. Examples of contractual items include training from equipment manufacturer.



For example:

	EPA Grant	Applicant
* technical training,	\$0	\$0
*technical workshop	\$0	\$0
<b>Total =</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

7. Other:

Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan.

For example:

	EPA Grant	Applicant
* Office needs (postage, phone, fax, etc.) =	\$0	\$0
* Office space	\$0	\$0
(utilized for project-related activities such as installation, etc.)		
\$120/mo x 2/mo =	\$0	\$0
<b>Total =</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

8. Total Direct Charges:

Summary of all costs associated with each object-class category.

	EPA Grant	Applicant
<b>Total =</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

9. Total Indirect Costs (Note this is only applicable to U.S. based applicants):

Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. If the organization has no approved rate, the applicant should indicate if organization is in negotiations with their cognizant federal agency to obtain a new rate.

	EPA Grant	Applicant
<b>* IDC Rate is 00% of total direct charges =</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

10. Total Cost:

Indicate overall figure of all direct and indirect costs.

For example:

	EPA Grant	Applicant
<b>Total Direct Costs</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Budget =</b>	<b>\$0</b>	<b>\$0</b>

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** ACTIVITIES THAT ADVANCE METHANE RECOVERY AND USE  
AS A CLEAN ENERGY SOURCE

**ACTION:** Request for Proposals (RFP)

**RFP NO:** EPA-OAR-CCD-09-03

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.034

**DATES:** The closing date and time for receipt of hard copy and email submission of proposal packages is March 5, 2009, 4:00 p.m. Eastern Standard Time (EST). All hard copy and email submission of proposal packages must be received by EPA by March 5, 2009, 4:00 p.m., EST in order to be considered for funding. Proposals submitted via [www.grants.gov](http://www.grants.gov) must be submitted by March 5, 2009, 11:59 p.m., EST to be considered for funding. Proposals received after the closing date and time will not be considered for funding. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply by January 15, 2009. Submission of Intent to apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals. Please send an email notification to Lynda Garland at [garland.lynda@epa.gov](mailto:garland.lynda@epa.gov) of "Intent to Apply".

**SUMMARY:** This notice announces the availability of funds and solicits proposals that advance near-term, cost-effective methane recovery and use as a clean energy source, and support the goals of the Methane to Markets Partnership.

**FUNDING/AWARDS:** The total estimated funding for this competitive opportunity is approximately \$7,000,000. EPA anticipates awarding up to approximately 40 cooperative agreements resulting from this announcement, subject to availability of funds and the quality of proposals received.

#### **CONTENTS BY SECTION**

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Proposal and Submission Information
- V. Proposal Review Information

- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Appendix

## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Background

The international Methane to Markets Partnership is a White House initiative designed to advance cost-effective, near-term methane recovery and use as a clean energy source. Implementing such projects will reduce greenhouse gas emissions, enhance economic growth, promote energy security, and improve the environment.<sup>1</sup> This initiative involves collaboration among developed countries, developing countries, and countries with economies in transition-together with strong participation from the private sector. The Methane to Markets Partnership (the Partnership) targets four major methane sources: agriculture (manure management only), landfills, underground coal mines, and oil and gas systems.

The goals of the Partnership are:

- to create an international framework to advance the recovery and use of methane as a valuable clean energy source;
- to promote cost-effective, near term methane recovery and use opportunities through partnerships between developed, developing, and economies in transition, and;
- to foster strong participation from the private sector, multilateral development banks and other relevant organizations.

By 2015, the Methane to Markets Partnership, an international presidential initiative, has the potential to reduce methane emissions by 50 million metric tons of carbon equivalent annually, which is roughly equivalent to planting 55 million acres of trees, or recovering 500 billion cubic feet of natural gas. Emission reductions of this magnitude could contribute to stabilized or declining levels of global atmospheric methane concentrations. Benefits to the U.S. will be reduction in climate change and the potential use of U.S. technologies and services in projects around the world.

To support the realization of these positive outcomes, the Climate Change Division (CCD) is seeking opportunities to fund projects for activities that advance near-term, cost-effective methane recovery and use as a clean energy source, and support the goals of the Methane to Markets Partnership.

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<sup>1</sup>For Additional information on the Methane to Markets Partnership, visit <http://www.methanetomarkets.org>

CCD will be funding projects that help Methane to Markets Partners with developing economies and economies in transition benefit from methane capture and use. These partner countries include:

- Argentina
- Brazil
- Chile
- China
- Colombia
- Ecuador
- India
- Kazakhstan
- Korea (Republic of)
- Mexico
- Mongolia
- Nigeria
- Pakistan
- Philippines
- Poland
- Russia
- Thailand
- Ukraine
- Vietnam

CCD will also consider Regional proposals as long as at least one of the countries listed above are included in the proposed work. Additionally, CCD will accept proposals from developing countries or countries with economies in transition that are in the process of applying to join the partnership, as long as an acceptable letter of intent (written per guidelines supplied at: <[www.methanetomarkets.org/join/country.htm](http://www.methanetomarkets.org/join/country.htm)>) is submitted to the Methane to Markets Administrative Support Group prior to the close of the RFP deadline (for those applying through [www.grants.gov](http://www.grants.gov) please attach this letter as an attachment to the proposal).

#### **B. Scope of Work**

EPA is requesting proposals from eligible entities interested in supporting the goals of the Methane to Markets Partnership. This solicitation is specifically for activities and projects that support methane capture and use projects in Methane to Markets developing countries and countries with economies in transition (EITs) (see list of eligible countries above). Please note however that U.S. entities undertaking activities to support methane projects in these developing countries and EITs are eligible. *Projects and activities focused on promoting methane projects within the U.S. are not within the scope of this RFP and will not be considered. (See Threshold Criteria in Section III.C of this announcement).* Proposals must focus on one or more of the four sources of methane emissions--manure management systems, coal mines, landfills, and oil and gas systems.

Proposed projects relating to these sources of methane emissions may include but are not limited to the following:

- Projects that demonstrate methane capture and use, such as pre-feasibility studies, feasibility studies or technology demonstrations.
- Identifying cost-effective opportunities to recover methane emissions for energy production and potential financing mechanisms to encourage investment.
- Identifying and promoting areas of bilateral, multilateral, and private sector collaboration on methane recovery and use.
- Projects that improve emissions estimates and identify the largest relevant emission sources to facilitate project development.
- Identifying the legal, regulatory, financial or institutional and other conditions necessary to attract investment in international methane recovery and utilization projects.
- Identifying collaborative projects aimed at addressing specific challenges to methane recovery, such as raising awareness in key industries, improving local expertise and knowledge, and demonstrating methane recovery and use technologies and management practices.
- Developing country-wide, sector-specific methane reduction programs.

The Partnership technical subcommittees—agriculture, underground coal mines, landfills, and oil and gas-- have developed sector-specific Action Plans and in many cases, country specific action plans, to identify needs, opportunities and priorities for project development.

The Action Plans are available online at:

Coal Action Plan:	<a href="http://www.methanetomarkets.org/resources/coalmines/index.htm">www.methanetomarkets.org/resources/coalmines/index.htm</a>
Landfill Action Plan:	<a href="http://www.methanetomarkets.org/resources/landfills/index.htm">www.methanetomarkets.org/resources/landfills/index.htm</a>
Oil and Gas Action Plan:	<a href="http://www.methanetomarkets.org/resources/oil-gas/index.htm">www.methanetomarkets.org/resources/oil-gas/index.htm</a>
Agriculture Action Plan:	<a href="http://www.methanetomarkets.org/resources/ag/index.htm">www.methanetomarkets.org/resources/ag/index.htm</a>

In order to be considered, proposals must be consistent with these Action Plans (See Section III.D., Threshold Criteria).

Finally, all proposals must demonstrate the candidates' ability to successfully and cost-effectively develop and implement a project or activity that advances the goals of the Partnership. EPA strongly encourages all interested parties to explore the Partnership web site (<http://www.methanetomarkets.org>). The EPA voluntary methane programs web site (<http://www.epa.gov/methane/voluntary.html>) is another source of information about methane-related activities that EPA supports.

### **C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

#### **1. Linkage to EPA Strategic Plan.**

Tasks under this agreement support the EPA Strategic Plan's Goal 1: Clean Air and Global Climate Change. Objective: 1.5 Reduce Greenhouse Gas Intensity

The Climate Change Division (CCD) supports projects that are in line with the goals of the Methane to Markets Partnership. Specifically, CCD supports projects that directly identify, characterize, or implement methane capture and use projects. CCD also supports activities that help overcome barriers that limit investment in projects that reduce methane emissions globally.

**2. Outputs.** The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected outputs from the projects to be funded under this announcement may include the following, which are consistent with the goals of the Partnership:

- Technology transfer, training, and/or deployment of technology
- Technical reports
- Feasibility and Pre-feasibility studies
- Databases of methane emissions or potential sites for projects
- Other tools that facilitate projects or provide access to information
- Information clearing house
- Training and/or capacity building
- Study tours
- Conferences
- Project expositions
- Workshops

- Improved methane emissions estimates
- Country-wide methane reduction programs
- Other relevant outputs

Progress reports and a final report will also be a required output, as specified in Section VI (C) of this announcement, Reporting Requirement.

**3. Outcomes.** The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes:

- Stimulate economic growth
- Increase energy security by reducing waste of a valuable fuel
- Improve local air quality
- Improve industrial safety

#### **D. Supplementary Information**

The statutory authority for this action is NEPA 102 (2)(F) and Clean Air Act, Section 103(b)(3) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to activities that improve economic, technical and programmatic understanding of climate change. Such activities include rendering technical services and providing financial assistance; and, conducting and promoting coordination and acceleration of training of individuals and organizations with the goal of promoting methane capture and use.

Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project. Implementation activities are not eligible for funding under this announcement.

## **II. AWARD INFORMATION**

### **A. What is the amount of funding available?**

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$7,000,000.

**B. Partial Funding.**

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

**C. How many agreements will EPA award in this competition?**

EPA anticipates award of up to approximately 40 cooperative agreements under this announcement ranging in value from approximately \$100,000 to \$700,000, subject to the availability of funds and quality of evaluated proposals. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selection date.

**D. What is the project period for awards resulting from this solicitation?**

The project period for awards resulting from this solicitation will begin in September 2009. Proposed project periods may be up to three years.

**E. Funding Type**

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

- close monitoring of the successful applicant=s performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- in accordance with 40 CFR 31.36(g), review of proposed procurement;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);



- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);

### **III. ELIGIBILITY INFORMATION**

#### **A. Eligible Entities**

Proposals will be accepted from States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions, which submit proposals proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission.

Non-profit organization, as defined by 2 CFR Part 230, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

#### **B. Cost Sharing or Matching**

There is no required cost-share or match for this solicitation. However, applicants can provide voluntary matches as a means to demonstrate their ability to successfully and cost-effectively develop and implement a project or activity that advances the goals of the Partnership. This is reflected under evaluation criterion number 5 (in Section V). Eligible and allowable voluntary contributions of funds and/or in kind contributions of resources will be treated as cost shares under 40 CFR 30.23

[http://edocket.access.gpo.gov/cfr\\_2002/julqtr/40cfr30.23.htm](http://edocket.access.gpo.gov/cfr_2002/julqtr/40cfr30.23.htm) .

#### **C. Threshold Criteria**

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all of these criteria will be

evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Proposals to fund projects under this announcement must demonstrate the advancement of near-term, cost-effective methane recovery and use as a clean energy source and must fall under at least one of the four sources of methane emissions identified in Section I--manure management systems, coal mines, landfills, and oil and gas systems.
2. Proposals to fund activities under this solicitation must support methane capture and use projects in developing countries and countries with economies in transition (EITs). U.S. entities, as described in Section A above, undertaking activities to support methane projects in Methane to Market developing countries and EITs (or Regional projects of multiple countries that include at least one Methane to Market country) are eligible to propose under this announcement.
3. Projects and activities focused on promoting methane projects within the U.S. are not within the scope of this RFP and will not be considered.
4. Proposals must include projects that deal with coal mines, landfills, agricultural manure management, or oil and gas systems must be consistent with the Action Plans for these sources (See Section I).
5. Proposals (including all project documents submitted) must be written in English.
6.
  - a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.
  - b. In addition, proposals must be received by the EPA or received through [www.grants.gov](http://www.grants.gov), as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
  - c. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling

or because of technical problems solely attributable to grants.gov and not the applicant. For hard copy submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with **Lynda Garland** as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

#### IV. PROPOSAL AND SUBMISSION INFORMATION

##### A. How to Obtain Proposal Package

EPA encourages applicants to obtain proposal materials and apply electronically through <http://www.grants.gov>.

Applicants may also download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grants recipient roles and responsibilities, from EPA's Grants and Debarment website at:

[http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm) or  
<http://www.epa.gov/ogd/AppKit/application.htm>

To obtain a paper copy of materials, please send an email or written request to [garland.lynda@epa.gov](mailto:garland.lynda@epa.gov); or request a paper copy of materials by U.S. Postal Service from the following mailing address:

Lynda Garland  
 U.S. Environmental Protection Agency  
 1200 Pennsylvania Avenue, NW (6207J)  
 Washington, DC 20460

##### B. Form of Proposal Submission

Applicants have the option to submit their proposals in *one of three ways*: 1) Hard copy (express delivery service or Hand Delivery); 2) electronically through [www.grants.gov](http://www.grants.gov) website; or, 3) emailed to "[M2M@EPA.GOV](mailto:M2M@EPA.GOV)".

EPA will not accept proposals submitted by standard 1<sup>st</sup> Class Mail delivery by U.S. Postal Service.

All proposals must be prepared, and include the information as described in Section IV.C. below, regardless of mode of transmission.

##### 1. Hard Copy Submission

Please provide one original of the proposal package (including signed and completed SF 424, and SF 424A forms) and four copies of a complete proposal package--**no binders or spiral binding**--to:

**Hand Delivery or Express Delivery Address (FedEx, UPS, DHL, etc.)**

U.S. Environmental Protection Agency  
ATTN: Lynda Garland  
OAR 8<sup>th</sup> Floor, Room 803A  
1310 L. Street, NW  
Washington, DC 20005  
Phone: (202) 343-9719

**Hard Copy Proposal Submission Deadline**

All hard copies of proposal packages must be received by **Lynda Garland** by **Thursday, March 5, 2009 at 4:00 p.m., EST.**

**2. Grants.gov Submission**

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications/proposals for Federal assistance. For more information, go to <http://www.grants.gov/> and click on "Get Registered" on the left side of the page.

**\*Registration process may take a week or longer to complete.** If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application/proposal process under this grant announcement, go to <http://www.grants.gov/> and click on the "Apply for Grants" tab on the left side of the page. Then click on "Apply Step 1: Download a Grant Application Package" to download the compatible Adobe viewer and obtain the proposal package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version** (Adobe Reader applications are available to download for free on <http://www.grants.gov/>). For more information on Adobe Reader, visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or [http://www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp) ).

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, **EPA-OAR-CCD-09-03**, or the CFDA number (CFDA 66.034) that applies to the announcement in the

appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov/> (to find the synopsis page, go to <http://www.grants.gov/> and click on the "Find Grant Opportunities" button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

**\*If you have any questions regarding Grants.gov, please email the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.**

### **Grants.gov Proposal Submission Deadline**

Your organization's AOR (Authorized Representative) **must** submit your complete proposal package as described below, electronically to EPA via Grants.gov (<http://www.grants.gov/>) no later than **11:59 p.m. EST on March 5, 2009**

### **Proposal Materials**

**The following forms and documents are required to be submitted under this announcement:**

- I. Application for Federal Assistance (SF-424)
- II. Budget Information (SF-424A)
- III. Narrative Proposal (**as described in section IV.C of the announcement**)

-The proposal package **must** include all of the following materials:

- I. **Standard Form (SF) 424, Application for Federal Assistance**  
Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

- II. **Standard Form (SF) 424A, Budget Information**  
Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A; the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be

indicated on line 22.

### III. **Narrative Proposal**

*The document should be readable in PDF for Windows and consolidated into a single file and be prepared in accordance with Section IV C of this announcement.*

Documents I through III listed under **Proposal Materials** above should appear in the "Mandatory Documents" box on the [www.grants.gov](http://www.grants.gov) Grant Application Package page.

For documents I and II (SF 424 and 424A), click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

For document number III, the Narrative Proposal, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV.C. of this announcement and save the document to your computer as a PDF file. When you are ready to attach your proposal to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your proposal narrative (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename;" the file name should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission."

Once your proposal package has been completed and saved, send it to your Authorized Representative (AOR) for submission to U.S. EPA through [www.grants.gov](http://www.grants.gov). Please advise your AOR to close all other

software programs before attempting to submit the application package through grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY09), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot their computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] **If the AOR continues to experience submission problems, they may contact grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>**

Proposal packages submitted thru grants.gov will be time/date stamped electronically.

### 3. Email Submission

For those applicants that try to submit a proposal package electronically but may have difficulties using www.grants.gov, EPA is allowing for submission of proposal packages under this announcement via email to [M2M@epa.gov](mailto:M2M@epa.gov). Email proposal packages **MUST BE COMPLETE**, and include **ALL DOCUMENTS** as required in Section IV.C of this announcement. Incomplete email submissions may be ineligible for further consideration.

Email submissions are not considered received and complete until you have received an email confirmation receipt from [M2M@epa.gov](mailto:M2M@epa.gov).

The deadline for receipt by EPA of proposals sent by email for this solicitation is **4 p.m. EST, March 5, 2009**.

### C. Content of Proposal Submission

The proposal package **must** include all of the following materials:

- **Standard Form (SF) 424, Application for Federal Assistance**  
Complete the form (available at <http://www.epa.gov/ogd/forms/forms.htm>). There are no attachments. Please be sure to include organization fax number and

email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424.

Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

- **Standard Form (SF) 424A , Budget Information**

Complete the form (available at <http://www.epa.gov/ogd/forms/forms.htm>).

There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A; the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

- **Narrative Proposal**

*The document should be readable in PDF for Windows and consolidated into a single file and be prepared as stated below.*

The Narrative Proposal (including sections 1-3 below) **cannot** exceed a maximum of 20 single-spaced typewritten pages, including the Summary Page. Pages in excess of 20 will not be considered. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 20-page limit

## **1. Summary Page**

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- e. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of April 2009).

## **2. Narrative Proposal Work Plan**

**The narrative proposal workplan must explicitly describe how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III.C) of this**



**announcement, and address each of the evaluation criteria set forth in Section V.**

**a. Project Summary/Approach:** The summary shall contain the following components:

- i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
- ii. Description of the associated work products to be developed.
- iii. Explanation of project benefits to the public, and specifically the potential audience(s) served.
- iv. Description of the roles of the applicant and partners, if any.
- v. Description of the applicant's organization and experience related to the proposed project.
- vi. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- vii. Budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A such as "other" and "contractual."
- viii. A commitment to develop a project website in English that tracks project developments and outputs through the lifetime of the project.
- ix. A commitment to enter the project into the Methane to Markets project database at:  
<[www.methanetomarkets.gov/projects/index](http://www.methanetomarkets.gov/projects/index)> and to keep this information up to date with the project website.

**b. Environmental Results—Outcomes and Outputs:**

Identify the expected quantitative and qualitative outcomes of the project (See Section I), including what measurements will be used to track your progress towards achieving the outcomes and how the results of the project will be evaluated. The preferred metric for measuring quantitative results is in estimated annual GHG reductions due to the project activities in *metric tons carbon dioxide equivalent* (MTCO<sub>2</sub>e). Identify the expected project outputs and

how progress towards achieving the outputs, consistent with the goals of the Methane to Markets Partnership, will be tracked and measured.

### c. Past Performance

**I. Programmatic Capability:** Submit a list of federally funded assistance agreements or foreign equivalent **(assistance agreements include Federal grants and cooperative agreements but not Federal contracts)** similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports.

**II. Reporting on Environmental Results--Outcomes and Outputs:** Submit a list of federally funded assistance agreements or foreign equivalent **(assistance agreements include Federal grants and cooperative agreements but not Federal contracts)** that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not.

\*In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors or foreign equivalent (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the narrative proposal and you will receive a neutral score for these factors under Section V. If you do not provide any response for these items, you may receive a score of 0 for these factors.